

# MILS - Maine InfoNet Library System for Maine's Small Libraries

## Application Form Questions

### **Library Information**

**Library Name**

**Address**

**Address 2**

**City**

**Zip**

**Director Name**

**Director Email**

**Director Phone Number**

**Town(s) Served**

**Population of Towns Served**

**Library Collection Size**

**What are your regular library hours?**(please report both summer and winter schedules, if these differ)

**Number of Active/Registered Library Patrons**

**Annual Circulation**

**Annual Inter-Library Loan - Incoming Items**

**Annual Inter-Library Loan - Outgoing Items**

**FTE of Paid Staff** (including Director)

**Number of Volunteer Staff**

## Library Interest

**Please describe why your library wants to be part of the MILS system.**

**Are there any major concerns you have with joining the MILS system?**

**How would your library benefit from joining MILS?**

**How will your library joining MILS benefit the MILS system as a whole?** Please also note any special or unique collection that your library has and would be available to a greater audience through your library's membership in MILS.

**What do you think the most difficult aspect of joining MILS will be for your library?**

## Library Readiness

The MILS system will require considerable care and feeding on the part of a member library. Local staff are expected to be able to learn new software, troubleshoot minor glitches and effectively catalog their resources.

A major goal of the MILS system is to increase participation in statewide resource sharing both within MILS and through the broader MaineCat environment. MILS libraries must be able to handle increased inter-library loan traffic and must maintain strong local collections.

### **Is your library on the Delivery Service**

Choose from the following:

No; Yes - 1 day per week; Yes - 2 days per week; Yes - 3 or more days per week

### **If not on the Delivery Service - are you willing to join for at least one day/week?**

MILS requires that all libraries, if possible, join the delivery service to facilitate statewide resource sharing.

Yes/No

### **Current ILS / Catalog and Circulation Software**

**Please describe the status of your current catalog records.**

(e.g. What rough percentage are in complete MARC format? Do most records contain accurate ISBNs/ISSNs? What is the source of most of your catalog records (OCLC, MaineCat, original cataloging, etc.?)

**Please describe how cataloging duties are performed at your library.**

(e.g. Does your library have a person or people whose primary responsibility is cataloging? Does he/she do copy cataloging, original cataloging or both? Is he/she learning RDA?)

**Please describe your library's readiness to learn a new library system.**

(e.g. Do you feel that your staff and volunteers are able to rapidly adapt to a new system?)

**Joining a consortium has implications on how the workload of your staff is organized. Is your library ready to deal with this type of change?**

For example, you will most likely see a large increase in inter-library loan activity.

**Is your library willing to participate in statewide, open lending?**

After a brief learning period, libraries will be required to participate in statewide lending, allowing books, audiobooks, DVDs, etc. (with few exceptions). to be requestable both within MILS and through MaineCat.

Yes/No

**Do all of your library items currently have 14 digit barcodes?**

Please see <http://www.maineinfonet.org/mainecat/maine-barcode-symbol-registry/> for more information.

Yes/No/Some

**If not, what percentage (if any) are tagged with 14 digit barcodes? Will you be willing to move to a 14 digit barcode standard for your items?**

**Do all of your library patrons currently have 14 digit barcodes on their library cards?** Yes/No/Some

**If not, what percentage (if any) are tagged with 14 digit barcodes? Will you be willing to move to a 14 digit barcode standard for your patrons?**

## Library Certifications

Please review the information on the Maine InfoNet website that deals with joining MILS:

<http://www.maineinfonet.org/mils/joining-mils/>

**Have you reviewed the MILS Migration and Consortium Expectations document? Do you have any questions or concerns?**

link to document: <http://www.maineinfonet.org/?p=5392>

**Have you reviewed the MILS Technical Policies and System Limits document? Do you have any questions or concerns?**

link to document: <http://www.maineinfonet.org/minsite/wp-content/uploads/2015/09/MILSPolicy.pdf>

**Have you reviewed the MILS Pre and Post-Migration Work document? Do you have any questions or concerns?**

link to document:

<http://www.maineinfonet.org/minsite/wp-content/uploads/2015/09/PreandPost-MigrationWork.pdf>

**Have you reviewed the MILS New Library System Migration Process document? Do you have any questions or concerns?**

link to document:

<http://www.maineinfonet.org/minsite/wp-content/uploads/2015/09/MILSNewLibrarySystemIntegrationProcesses.pdf>

**Open lending and shared cataloging rules are required to participate in MILS. This means giving up some local control particularly in these areas (and possibly in other areas). Is your library willing to comply with consortial requirements for lending, cataloging, and policies?**

Yes/No

**If not, please outline below any concerns you have regarding compliance with consortial requirements.**

## **MILS Annual Membership Fee**

MILS Annual Membership is based on the population of the town or towns that are served by your library according to the chart below:

Population	Annual Fee
under 1,000	\$800
1000-3000	\$1000
3000-6000	\$1500
6000-8000	\$2000
8000-10,000	\$2500
10000+	\$3000

**Based on the chart above how much will your library's annual fee be?**

**Do you anticipate any problems in meeting this annual financial obligation?**

## **MILS relies on strong local collections to be an effective partner in the MaineCat statewide resource sharing system.**

Membership in MILS is not a substitute for maintaining strong local collections.

**Please describe your current collection development practices and budget.**

**Do you anticipate problems with maintaining your current materials expenditure after joining MILS?**

## **Library Timeline**

**Ideally, when would you like to join the MILS system?**

(this spring, next summer, next fall, etc)

**Do you have any impending issues that would affect when your library would like to join the system?**

(e.g. current ILS subscription expiration date, building/renovation project, etc.)

## **Additional Information**

**Is there anything else you would like to tell us about your library or your application for joining the MILS system?**