

Anticipated *ESTIMATED* costs associated with joining MINERVA.

Please Note that these costs may vary wildly for any given library based on a number of factors.

It is anticipated that any library looking to join Minerva will incur expenses related to their migration in to this shared system. Some costs are one-time in nature, others are ongoing. The following list of possible expenses is to be used for initial planning purposes only and libraries must be aware that their specific costs may be different than those outlined.

I. Possible initial estimated costs for libraries looking to join Minerva¹

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| Catalog record cleanup services (ensuring good MARC records- may apply to a all, none, or some portion of your catalog records) | \$0.27/record ² |
| Data migration services of records from their existing ILS to Innovative. This cost is highly dependent on whether and how your current system handles export of MARC bibliographic records. | depends on scope and scale ² of migration services. If you are coming from a relatively modern system this is often done in-house and incurs no fee. |
| 14 digit barcodes for existing items in collection | Typically \$.06- \$.10 per item |
| New patron library cards with 14 digit barcodes | varies |
| Barcode scanners and receipt printers compatible with Sierra (if not currently owned) (contact Maine InfoNet if your library has questions) | varies |
| Minimum of 1 day per week delivery by the delivery service. | Currently \$26.60/day/week (\$1,383.20/day/year) ³ |
| Collection scoping services (to create a sub-catalog for an individual library's collection) Typically this is not necessary | \$2,950 |
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¹ Many costs are dependent on scope and scale of the work to be performed. Libraries should contact the Minerva Membership Committee for contact information for vendors who can perform these services to receive more accurate quotes for the work to be performed.

² Libraries that are interested in more information about data cleanup and/or migration services should contact James Jackson Sanborn james.jacksonsanborn@maineinfonet.org for information various options and likelihood of needing catalog cleanup.

³ Each Minerva library is required to individually subscribe to a minimum of 1 day per week of the delivery service. From dues paid, Minerva pays for an additional day. Through this arrangement all libraries will have a minimum of 2 days per week of delivery service. Furthermore, the State Library typically covers the cost of one day per week for many public libraries, resulting in 3 days per week of service (the State Library subsidized day, if received, is to be used for an additional day of delivery, not to substitute for the library paid day).

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| Staff training and /or shadowing at another Minerva library | Staff Time and Travel |
| Costs for any infrastructure upgrades if needed. ⁴ | varies |

II. Possible annual estimated costs for libraries once live with Minerva

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| Annual membership fee | \$4200/year-anticipated to increase |
| Participation in online training and webinars | Staff Time and Travel |
| Barcodes for new items | Typically \$.06-\$.10 per item |
| Van delivery service – minimum one day per week | Currently \$26.60/day/week (\$1,383.20/day/year) |
| Maintaining the collection budget at current or increased levels | varies |
| Staff participation in circulation, cataloging, and statistics training sessions | Staff Time and Travel |
| Required attendance at Circulation and Cataloging Roundtables (or the equivalent viewing of recorded sessions and associated costs for substitutes and mileage) | Staff Time and Travel |
| Possible increased staffing due to greatly increased ILL services – space issues also may arise due to management of incoming and outgoing totes of books | varies |
| Reimbursement to other Minerva libraries for lost ILL items | varies |

⁴ Technical considerations: sufficient bandwidth (MSLN or equivalent); computers robust enough to run Sierra; interior building CAT5or Cat6 cabling with robust switches or routers