

EXHIBIT A
Community Sharing Library Resources
Statement of Work

Background

Community Hospital is a full-service hospital, licensed for 78 beds, which specializes in being guest-focused. Community Hospital embraces many of the Planetree concepts of care, which include involving patients' guests, family and friends in their healthcare, with a focus on guest education.

Community Hospital currently has a consumer health library that has been open to the public since 1989. Community Hospital's library currently has 1900 cardholders from the community.

The mission of the Community Hospital Library is to provide information services for members of the staff and the communities it serves to help them make informed decisions to help improve their health and quality of life. The hospital's mission is to improve the health and quality of life of the individuals and communities it serves.

The project Community Hospital Library would like to implement is to purchase and implement software and hardware to create an online catalog on the library website and make the library's collection of consumer health materials more visible to people living in the region as well as local public and school library staff members. The library would like to make its materials available to as many consumers in its region as possible.

The software used for this project will be Cybertools for Libraries. The software will allow the downloading of records already existing in the state library service system's database, (a very small portion of about 25% of Community Hospital's collection) which will be accessible until December of this year. The software provides an integrated database for including modules for OPAC, Cataloging with Authority Control, Circulation, and Serials Management and makes them available through a catalog on the web.

Objectives

The library hopes to increase our circulation by 40% in the first year after completion, increase interlibrary loans, and increase patron and other library staffs' awareness of the library's resources for all income levels in Community Hospital's service area.

By cooperating with regional public and school libraries, Community Hospital hopes to improve library relations, network with other small libraries, make resources available to them so they can concentrate on other areas of genre. If Community Hospital Library's consumer health materials are more visible, school and public library personnel would more easily view what is available to them and their patrons in Community Hospital's collection.

The intent is to enter Community Hospital Library holdings into the system, making them more easily viewed by current library users and available to other libraries via interlibrary loan.

Activities

a) Training –

- 1) Community Hospital Library will provide individual/group instruction to access this catalog of resources to consumers, current patrons, and public library staff members once the system is running and records have been entered into the system.
- 2) Training will be provided to staff members at Mesa County Public Library District.
- 3) This information will be presented to the staff at the Marillac Clinic and Women's Resource Center, who provides healthcare services to low income residents of the area.
- 4) Training will be offered to Mesa County school district library staff members.
- 5) Information will also be provided to public library staff members in the surrounding counties: Delta, Gunnison, Hinsdale, Montrose, Ouray and San Miguel.

b) Enhanced access – Information about books and other materials available in the library's collection will be included in packets of information mailed to patrons unable to visit the library in person.

c) Publicity and Promotion –

- 1) Library staff will make presentations of this project to local public library staff when the system is running, hosting their reference staff for a tour of our library.
- 2) An article for the Colorado Council of Medical Librarian's newsletter, "Council Quotes", will be submitted.
- 3) A message will be sent to a regional library list-serv, promoting this program and the NN/LM MidContinental Region's funding.
- 4) Information about the catalog and the NN/LM MidContinental Region's funding will be included in Community Hospital's weekly full-page ad in the local newspapers.
- 5) The librarian will contact the news feature writers from the Beacon, a local monthly newspaper for seniors, and ask them to write a story about the library and the subcontract, which enabled us to provide this service to enhance access to our materials.
- 6) A local resource person who does features for local seniors on one of the local television stations will be asked to feature our library project.

- 7) Bookmarks with our library's information will be reprinted in English and Spanish. These bookmarks will be placed at providers at the migrant clinic in Palisade and the Marillac Clinic, which provides healthcare services to low income, uninsured people in our area, as well as other locations suggested by the healthcare workers there.
- 8) A local Hispanic community activist will be consulted about the best way to promote our services to the Hispanic community.
- d) Purchase software, hardware.
- e) Import data from Southwest System of existing records from Pathfinder system.
- f) Project updates will be presented to the Vice President of Operations on a quarterly basis and at completion of the initial data entry phase of the project.

Timeline – September 2004 – Purchase software and hardware

October 2004 – begin importing data from Southwest system

November 2004 – begin data entry of records not in Southwest system

May 2005 – Evaluate progress of records data entry

July 2005 – Completion of data entry, begin publicity

Evaluation

Evaluation will include – number of records entered into the system, amount of time used for training/input, and periodic checking with other libraries that are currently using the system, items not considered in original proposal which might be a possible asset to others considering a similar project.

Outcome will be determined on whether timeline was accurate. Objectives will be achieved when all records are inputted into the database and outreach activities to other library personnel have been completed. A short survey will be presented to those library personnel at the time of the library visit, and 3 months after the visit to determine their views of the project and their opinion of whether knowledge about available materials made them more likely to utilize the library's services for their patrons.

To monitor patron use of the catalog a "counter" will be installed on the catalog section of the library web site. The library will also track increased usage/circulation after the catalog is online, to try and determine percentage of increase in ILLs and new library cards issued for checkout.

Deliverables

Deliverables to be submitted to the NN/LM-MidContinental Region in Salt Lake City, Utah:

- Quarterly reports are to be filed online at: <http://nnlm.gov/projects/submitter.html?code=mcrquarterreport> Reports are due 15 days after the close of the quarter.
- Reports will be due:
 - January 15, 2005
 - April 15, 2005
 - July 15, 2005
 - October 15, 2005
 - January 15, 2006
 - Last quarter and Final Report due: May 30, 2006
- A final report including the final evaluation is due 30 days from the last day of the performance period. The NN/LM-MidContinental Region will provide you with the form to be completed. The final report must include a narrative summary of project accomplishments; sites where training was done and a description of training sites; description of target audience; list of exhibits, if applicable; approaches and interventions used; project evaluation results; observations on problems or barriers encountered; impact of the project; and recommendations for improvements, alternative methods, insights, etc. In addition, a graphical compilation of web site statistics, classes and demonstrations conducted of NLM databases, and meetings attended, must be provided.
- Any materials (promotional materials, training materials, articles etc) developed or produced for this project will be provided in electronic format (whether in ASCII, HTML, PDF, or other document formats). In accepting the award, the bidder gives permission for use of such materials by the NLM and NN/LM.
- The bidder may also be asked to provide information to the RML or to NLM, such as IP addresses, which will be used to track usage of MedlinePlus, PubMed or *ClinicalTrials.gov* by institutions participating in the project.
- Information on training materials developed under this contract should be submitted to the [National Training Center and Clearinghouse](http://nnlm.gov/train/suggest.html) (NTCC) (<http://nnlm.gov/train/suggest.html>).

EXHIBIT B
Community Sharing Library Resources
Budget

Budget

Submitted by: Janet Nelson

Date Submitted: 07-29-2004 (Revised 9-22-04)

EXPENDITURE CATEGORY	AMOUNT
Personnel(cost for personnel will be paid by the hospital in existing budget)	
Equipment	
2 news PC's have recently been purchased for the library and are awaiting installation by our IT department	
1 barcode reader (Quickscan 6000)	400.00
Cybertools software	1800.00
Date Due Receipt printer	500.00
Supplies	
barcode labels	180.00
Bookmark printing	350.00
Other Costs	
Onetime setup fee	<u>200.00</u>
TOTAL	\$3430.00

EXHIBIT C
Community Sharing Library Resources
Publishing

Recipients of NN/LM funding are strongly encouraged to consider publishing results from NN/LM funded projects in journals that make their contents freely available on the Web.

All publications should include the following statement or acknowledgement: “This project is supported under contract no. NO1-LM-1-3514 with the NN/LM MidContinental Region from the National Library of Medicine.”