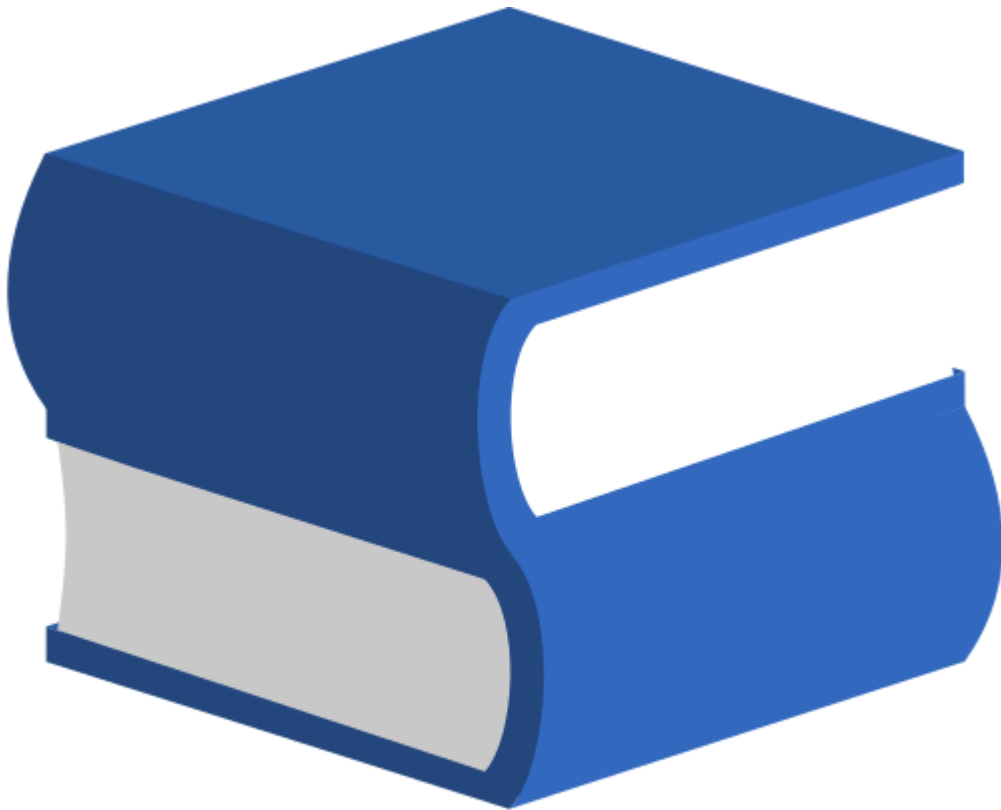


An Invitation to Join



SEKnFind

What is SEKnFind?

SEKnFind is the SEKLS consortium sharing a single automated system (catalog, circulation, etc.). SEKnFind uses Koha, an open source software. "Open source" means that the software is openly available, not owned by a particular company. SEKLS contracts with a company called ByWater Solutions to host and support the system.

What are the main features of SEKnFind?

Koha offers all the usual components of an integrated library system: circulation, online public access catalog (OPAC), reports, overdue notices, etc. In SEKnFind, there is a shared database, so search results show the holdings of all member libraries (although searches can be limited to only show materials available at your library). When holds (reserves) are placed, the hold is filled from your own library if the item is available, and from another SEKnFind library if not. Because all materials live in the same database, when the item arrives from another SEKnFind library, you can check it out directly to the patron using Koha. Overdue notices are sent automatically (no staff time involved) to patrons for whom you have an e-mail address. Each library sets its own circulation and fines rules. Patrons can log on to SEKnFind from any location and can see what they have checked out, see what they have checked out in the past, renew items themselves (if the items are eligible for renewal), place their own holds, leave comments on books, set messaging preferences, and make purchase suggestions.

What are the costs of joining SEKnFind?

There are two costs to consider: annual fees and the cost of data migration for libraries that are already automated.

Annual membership fee

The annual membership fee schedule is below. There are three SEKnFind Users' Group meetings annually. Libraries that send a representative to attend at least half of the Users' Group meetings (in other words, 2 meetings per year) get a 20% discount on their annual fee.

<u>Institutional budget</u>	<u>Annual fee</u>	<u>Discounted fee</u>
Less than \$25,000	\$125	\$100
\$25,001 to \$50,000	\$250	\$200
\$50,001 to \$100,000	\$500	\$400
\$100,001 to \$200,000	\$750	\$600
\$200,001 and up	\$1,000	\$800

For colleges or schools, this is based on the total institutional budget. A 50% discount will be given for each library beyond the first one from a school district.

Data migration

ByWater Solutions charges 5¢ per record for data migrations. One-half the cost is paid by the library and one-half by SEKLS.

Are there other costs?

Besides a computer at the circulation desk and a reliable internet connection, you will also need a barcode scanner, and a slip printer.

Additionally you will need material barcodes and new patron cards. The SEKnFind Coordinator will work with your library to order these. Material barcodes are approximately \$24 per thousand. In most cases, already-automated libraries will be able to use existing barcodes until an item is loaned to another SEKnFind library. Patron card pricing varies based on the amount and type of product ordered.

All equipment and materials will be at the expense of the joining library.

What about courier service?

Joining Kansas Library Express, the state courier service for libraries, is a requirement for joining SEKnFind.

If my library is not yet automated now, how do we get records for our collection?

This process is called *retrospective conversion*. SEKLS cataloging staff will help accomplish this in your library. They will take tubs of books to work on and return them when done, picking up another batch, until all materials are in the catalog. They will also teach you how to add records to the catalog.

A heavy weed with the assistance of SEKLS consulting staff is required before undertaking retrospective conversion. Each book will take time, and the more you weed the more time you save.

What training will be provided?

SEKLS staff will train new SEKnFind members one-on-one, on-site at your library. Several SEKLS staff members will schedule times with you to cover certain aspects of the training. Topics include cataloging, circulation (including patron registration and resource sharing), administration (including tools and reports), and OPAC (including readers' advisory features).

How many members does SEKnFind have currently?

52, including 49 public libraries and 3 community college libraries.

When can I join SEKnFind?

At any time. Already-automated libraries should plan on the process of importing records, set-up, etc. taking at least two months, and probably longer. When you indicate an interest in joining, we will schedule a visit to examine your existing catalog. Some clean-up work may be required. Timing is based on your preferences, the amount of work needed to get your catalog ready for import, the vendor's schedule, and the number of imports we have in queue.

For non-automated libraries, the time depends on how large your collection is and how quickly our catalogers can get it added to the catalog.

How can I learn more?

Visit <https://www.seknfind.org/> to see our public catalog.

If you'd like to log in as a patron would, use the login *visitor* and password *visitor*.

Call or email SEKLS staff at any time for more information.