

4CLS Services

Fee Based Services

AUTOMATION ONLINE

Automation services provides for the basic services covered in the Automation contract with all member libraries. Services include circulation and patron registration, inclusion of the library holdings in the 4CLS database, cost of telecommunication with available vendors, maintenance on the system, upgrades to the system, staffing for the automation program and a sink fund to provide for future upgrades. In short, it provides for a comprehensive, “turn-key” system which allows a library to function online. The automation program year runs from April 1st to March 31st.

CIRCUITS

The circuit program run from April 1st to March 31st. There are three different circuit programs: Audio (Books on CD), Large Print (Books), and Video (DVD).

DOWNLOAD ZONE

The Download Zone program runs on a calendar year. This program combines funds from all participants with grant funds to license eBooks and downloadable audiobooks that are available to the patrons of all participants. A library must participate in one of the automation programs to be in this program. Patrons of participating libraries must be registered in the database.

ENVISIONWARE

The EnvisionWare program runs on a calendar year. This program allows participants to use the EnvisionWare program for library PC management and printing.

MOVIE LICENSING

The Movie Licensing program year runs from November 1st to October 31st. This program provides a public performance site license to project motion pictures to groups legally within your library.

RESEARCH CENTER

The Research Center program runs August 1st to July 31st. This program combines funds from all participants with other grant funds to license databases that are available to the patrons of all participants. Patrons must be registered in the patron database. The current slate of resources includes NovelList, Ancestry Library Edition, Morningstar, and Testing & Education Center.

TITLESOURCE

The Titlesource program year runs from July 1st to June 30th. This program provides access for all participants to view available titles and build ordering carts to facilitate acquisitions.

UNIQUE MANAGEMENT

The Unique Management program runs on a calendar year. This program allows participants to use the Unique Management program for debt collection.

X-COLLECTION 400/1000

The X-Collection program year runs from July 1 to June 30th. This program allows libraries to borrow books from the 4CLS collection for long-term loan. The libraries select the items themselves twice a year. There are two levels: 400 Books and 1000 Books.

Member Benefits

BARC – Out of System ILL administered through South Central Regional Library Council

Children's Preview Books

- Collection of soon to be published children's books made available for preview.
- After the preview process, libraries can keep selected titles

Consolidated Ordering

- Materials purchased through 4CLS at deep discount.
- Items cataloged & processed (processing fee applies)

Construction Aid

- Through NYS, \$400K to deliver to libraries within 4CLS
- Basic local match 50%
- Reduced local match (25%) for libraries in economically disadvantaged communities

Consulting on topics such as

- NYS Annual Report
- Open Meetings Law & FOIL
- Library Advocacy
- Policies
- Ballot Initiatives
- Education Law
- Youth Services
- Collection Management (Selection & Weeding)
- NYS Construction Aid Program

Delivery – Van system delivering ILL's, new materials, and returns throughout 4CLS

PC Reseller Program

- Purchase hardware & peripherals via 4CLS
- 4CLS staff support with any problems

Web Site Hosting

- Basic template or blog-like site through wordpress (remote updates)
- Domain name registration & management (www.libraryname.org)