

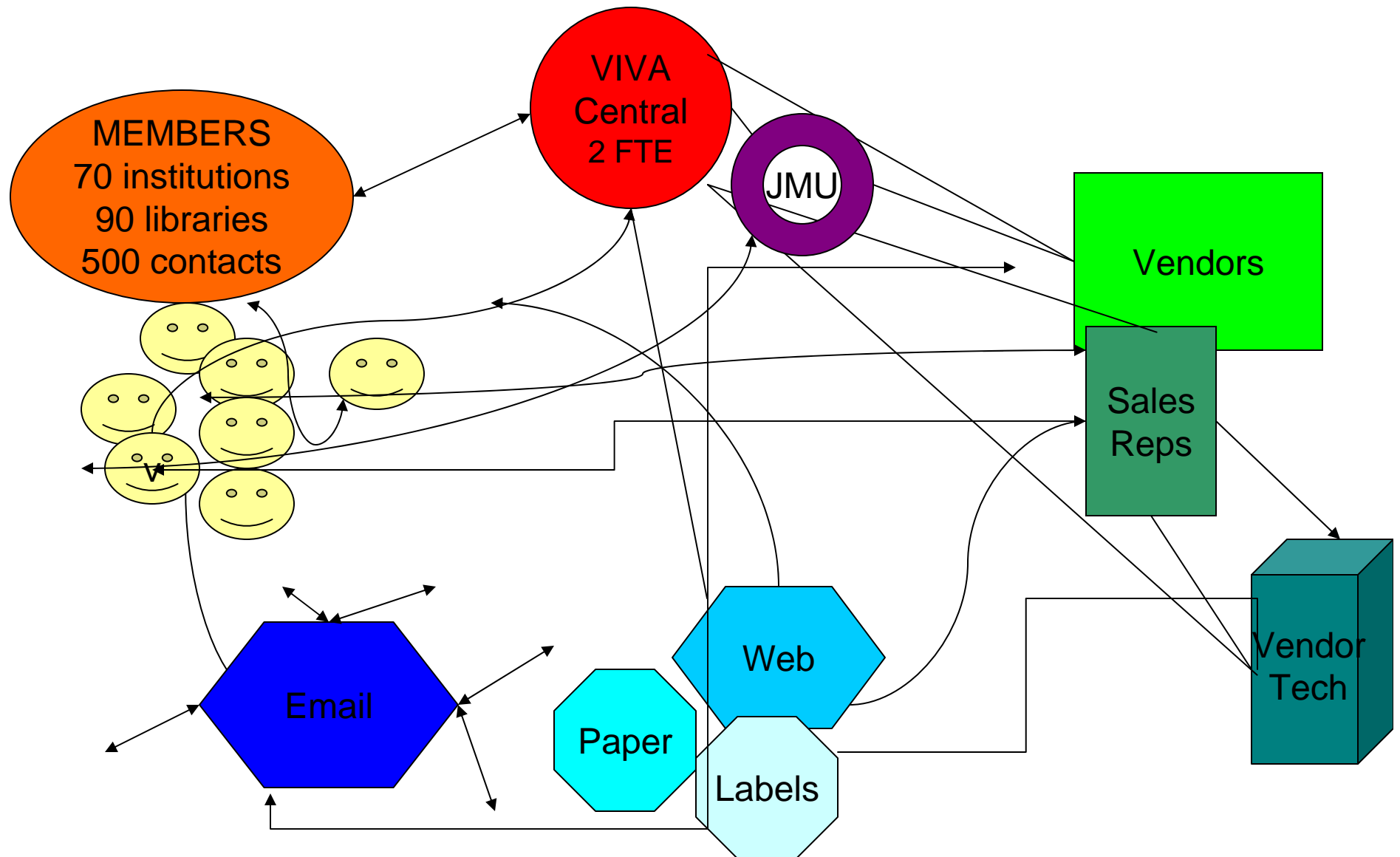
# Administrivia: Library Consortia Administrative Tools

Or

## Is it Folly to Dream the Impossible Dream?

Katherine A. Perry  
October 29, 2004  
International Coalition of Library Consortia  
Barcelona, Spain

# Consortial Administrivia





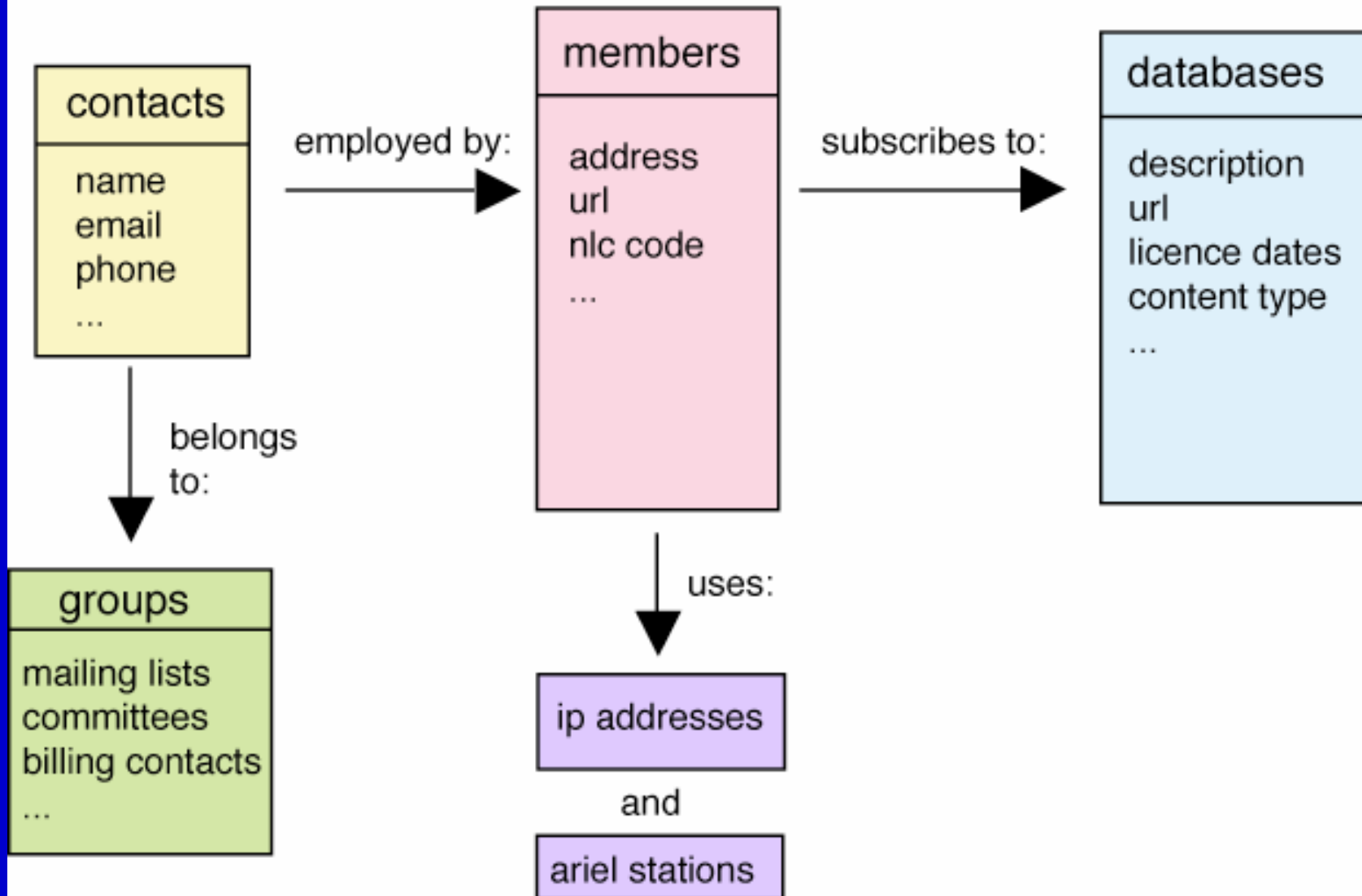
*"Untitled Painting" by Jackson Pollock, 1956, MOMA, NYCity.*

# Issues

- Managing Contacts
- Communication with Members
- Technical Issues
- Product Renewals
- Internal Management Systems
  - Orbis/Cascade – ACCESS
  - BC ELN -- MySQL

**“The British Columbia Electronic Library Network uses PHP and MySQL for database driven web site modules both to communicate with consortium participants and to track administrative data. Our web site is both a vehicle for communication and an administrative tool.** Combining these functions allows us to centralize our data management and provides built-in cross checks ensuring that the information presented on the web site is accurate and up to date. Centralized data management makes it a lot easier to ensure that, for example, changes to a member site’s address are reflected on our web site, our mailing labels, and our invoices.” -- John Durno – BC ELN

# BC ELN Data Relationships [simplified]



source: BC Electronic Library Network, 2004

Institutions  
(70, with 20 add'l)  
  
Mailing Address  
Fed Ex Delivery Address  
URL  
Name of the library  
Type (pub/priv/other)

Contacts  
Contacts  
(7 + billing)  
Names  
Email  
Phones  
Committee Assignments

Vendors  
Contacts  
Sales Reps  
Web page  
Phone/email  
Meeting History  
Issues

**Employs**

**Subscribes**

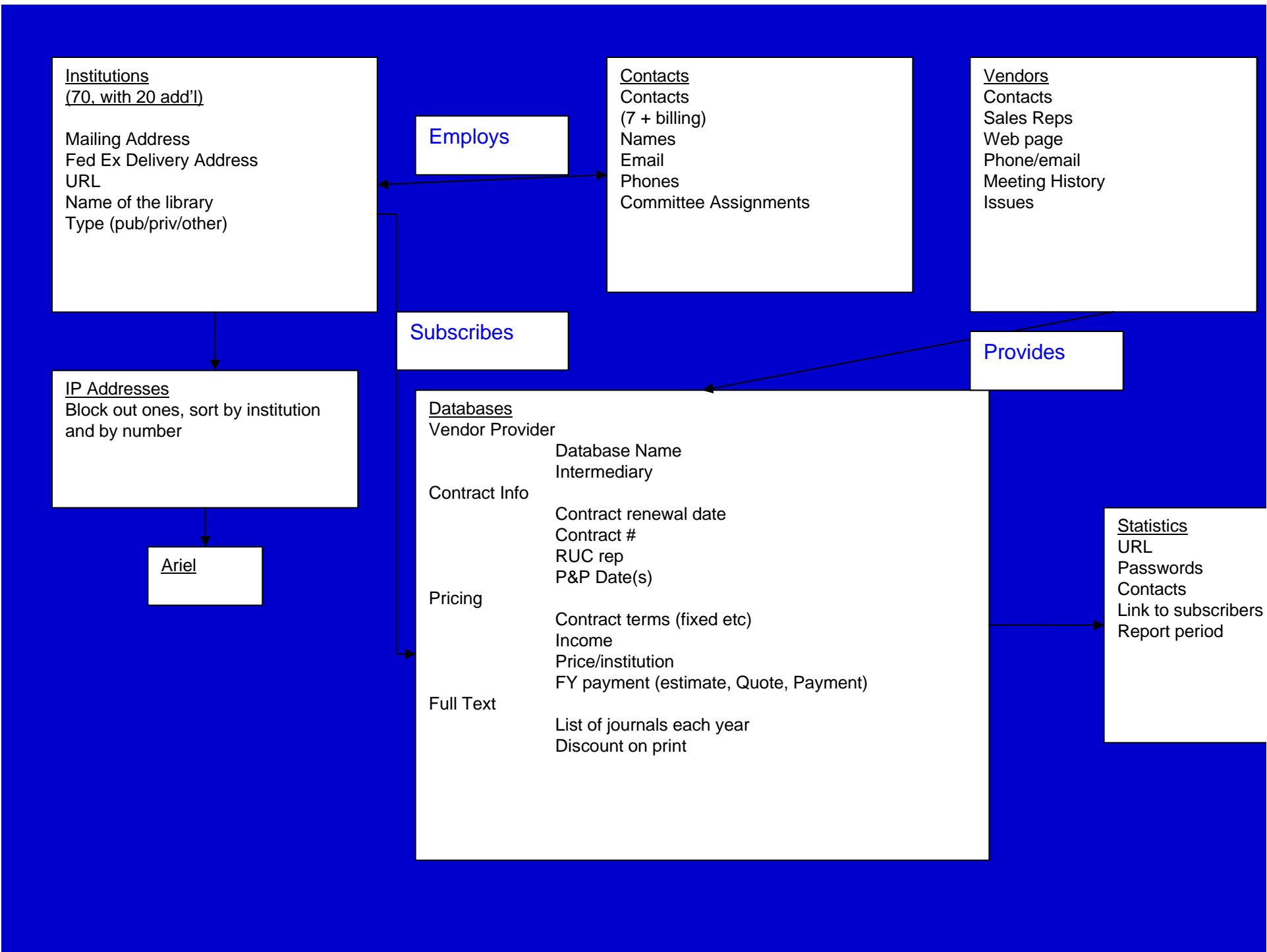
**Provides**

IP Addresses  
Block out ones, sort by institution  
and by number

Ariel

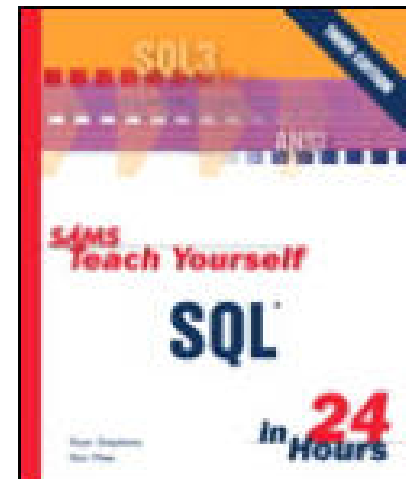
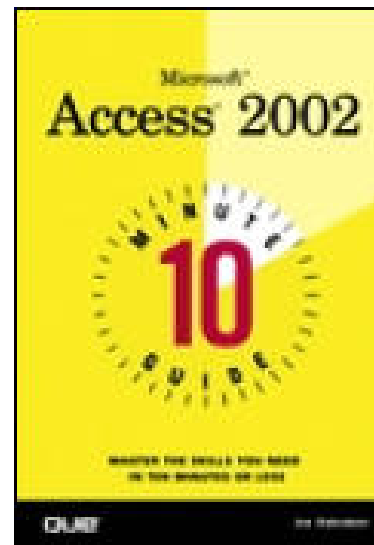
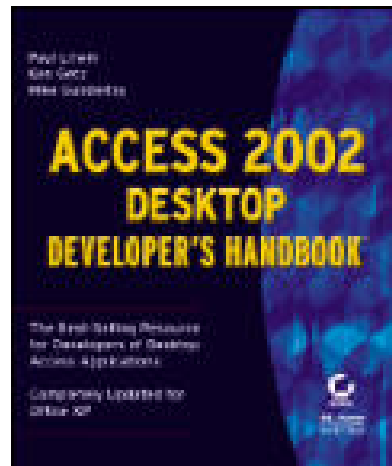
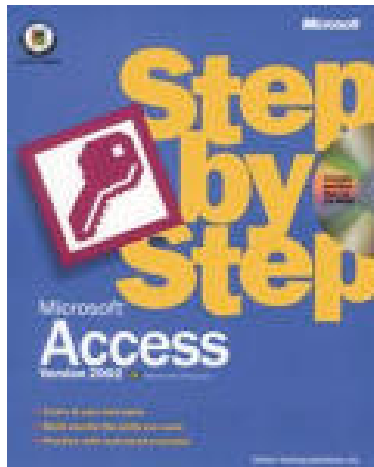
Databases  
Vendor Provider  
Database Name  
Intermediary  
  
Contract Info  
Contract renewal date  
Contract #  
RUC rep  
P&P Date(s)  
  
Pricing  
Contract terms (fixed etc)  
Income  
Price/institution  
FY payment (estimate, Quote, Payment)  
  
Full Text  
List of journals each year  
Discount on print

Statistics  
URL  
Passwords  
Contacts  
Link to subscribers  
Report period



# BOOKS

Butler E. Sonny and Timothy R. Napier . Using Microsoft Access XP; A How-To-Do-It Manual for Librarians. NY: Neal-Schuman Publishers, Inc. 2002.







Okefenokee Swamp, Georgia. Copyright © 1998-2000 by Jon Maloney



**“Too busy fighting alligators to drain the swamp!”**

Photo by Barry Rice. [www.sarracenia.com](http://www.sarracenia.com)



DON QUIXOTE

MIGUEL DE CERVANTES

A NEW TRANSLATION BY EDITH GROSSMAN

INTRODUCTION BY HAROLD BLOOM

# Old System for Managing Contacts

Notice of change = 6-10 Data Entry Tasks

- Change Contacts Directory (Word)
- Change Web Page Directory (HTML)
- Change List by Job Type (HTML)
- Change Mailing Labels (ACT)
- Change Committee Lists (Word)
- Change Committee Lists (HTML) (1-3)
- Other...

# New System for Managing Contacts

Notice of change = 1 Data Entry Task

Run Appropriate report (s) and  
post to the web.

# WORD Document

VIVAdir - Microsoft Word

File Edit View Insert Format Tools Table Window Help

Univers 10 B

Final Showing Markup Show

Type a question for help

100%

Reply with Changes...

School: **College of William and Mary**

Type of Institution: Public, Four Year College/Doctoral

Name of Library: Earl Gregg Swem Library

Preferred Mailing Address: Landrum Drive  
P.O. Box 8794  
Williamsburg, VA 23187-8794

Fax Number: 757-221-2635

POINTS OF CONTACT:

1. Director: Connie K. McCarthy  
ckmcca@wm.edu  
Dean of University Libraries  
757-221-3055

2. Collection Development: Patricia R. Van Zandt  
prvanz@wm.edu  
Director of Collections and Staff Development  
757-221-3119

3. Interlibrary Loan: Cathy Reed  
careed@wm.edu  
Coordinator of Interlibrary Loans/Reference Librarian  
757-221-7615  
Fax: 757-221-3088

# Access Report Directory (Paper)



*Contact Directory*

**Institution Name:** ***College of William and Mary***  
**Type of Institution:** Public Doctoral  
**Name of Library:** Earl Gregg Swem Library  
**Mailing Address:** P.O. Box 8794  
Williamsburg , VA 23187-8794  
**Fax Number:** (757) 221-2635

## POINT OF CONTACT:

- 1. Director:** Connie Kearns McCarthy  
Dean of University Libraries  
ckmcca@wm.edu  
(757) 221-3055
- 2. Collection Development:** Patricia Van Zandt  
Director of Collections and Staff Development  
prvanz@wm.edu  
(757) 221-3539
- 3. Cataloging:** Cathy Reed  
Coordinator of ILL and Reference Librarian  
careed@wm.edu  
(757) 221-7615

# Access Report (Web)

The screenshot shows a Microsoft Internet Explorer browser window with the title "Contacts Directory - Microsoft Internet Explorer". The address bar contains the URL "http://www.gmu.edu/library/fen/viva/condirweb3.html". The page content is titled "Contact Directory" and lists contact information for the College of William and Mary. The information is organized into sections: Institution Name, Type of Institution, Name of Library, Mailing Address, Fax Number, and POINT OF CONTACT. The POINT OF CONTACT section is further divided into three numbered items: 1. Director, 2. Collection Development, and 3. Cataloging. At the bottom of the page, there is a date "Thursday, October 21, 2004" and a set of navigation links: "First Previous Next Last".

**Institution Name:** **College of William and Mary**

**Type of Institution:** Public Doctoral

**Name of Library:** Earl Gregg Swem Library

**Mailing Address:** P.O. Box 8794  
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(757) 221-7615

Thursday, October 21, 2004

[First](#) [Previous](#) [Next](#) [Last](#)

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# Access Reports by Job

Microsoft Access - [jobs 1]

File Edit View Tools Window Help

100% Close Setup

Director

Institution Name	Name	Title	Phone	Email
Appalachian School of Law	Tim Chinaris	Director	(276) 935-6688	tchinaris@asl.edu
Appalachian School of Law	Lisa Blackwell	Acquisitions Librarian	(276) 935-6688	lblackwell@asl.edu
Averett University	Elaine Day	Library Director	(434) 791-5696	elaine.day@averett.edu
Blue Ridge Community College	Frank Moran	Director of Learning Resources	(540) 234-9261	moranf@brcc.edu
Bluefield College	Ann Massey	Director of Library Services	(276) 326-4267	amassey@mail.bluefield.edu
Bridgewater College	Ruth Greenawalt	Library Director	(540) 828-5410	rgreenaw@bridgewater.edu
Central Virginia Community College	Mike Fein	Coordinator of Library Services	(434) 832-7751	feinm@cvcc.vccs.edu
Christendom College	Andrew Armstrong	Director of Library	(540) 636-2900	armstrong@christendom.edu



*Don Quixote by Anna Hyatt Huntington, Brookgreen Gardens, South Carolina  
Photograph copyright © Mary Ann Sullivan, used with permission*

# "The Impossible Dream" from MAN OF LA MANCHA music by Mitch Leigh and lyrics by Joe Darion

To dream the impossible dream  
To fight the unbeatable foe  
To bear with unbearable sorrow  
To run where the brave dare not go

To right the unrightable wrong  
To love pure and chaste from afar  
To try when your arms are too weary  
To reach the unreachable star

This is my quest  
To follow that star  
No matter how hopeless  
No matter how far

To fight for the right  
Without question or pause  
To be willing to march into Hell  
For a heavenly cause

And I know if I'll only be true  
To this glorious quest  
That my heart will lie peaceful and  
calm  
When I'm laid to my rest

And the world will be better for this  
That one man, scorned and  
covered with scars  
Still strove with his last ounce of  
courage  
To reach the unreachable star