



Request for Proposals Sought for the Provision of Bibliographic & Referral Center (BARC) Services (Interlibrary Loan and Local Holdings Data Updating)

PROPOSALS DUE FRIDAY, OCTOBER 18, 2019

South Central Regional Library Council (SCRLC) offers a program of last-resort interlibrary loan (ILL) service and maintenance of the regional Union List of Serials for member libraries and library systems, through the Bibliographic & Referral Center (BARC). The contract for BARC Services is sent out every four years.

Library organizations are invited to submit a proposal for the provision of BARC Services. The proposal should address interlibrary loan and union list of serials local holdings data maintenance.

BARC Service Contract Period: The start date for service provision is **January 1, 2020** upon issuance of a Memorandum of Understanding (MOU). Services and fees are annually reviewed by the Board of Trustees and the BARC Service Provider; revisions are negotiated at that time. The MOU may be discontinued by either party with three months' notice.

Volume: BARC's received 1,822 requests from July 2018-June 2019. Local holdings data changes are under 200 per year (often under 50).

SCRLC's Obligations to the BARC Services Provider:

- Provides OCLC member code and authorization, and payment of all SCRLC OCLC charges (membership, annual resource sharing fees etc.).
- Ensure that members and resource sharing staff receive information about BARC.
- Pays BARC Services Provider within the first two weeks of January.
- Avails SCRLC staff for consultation on BARC as needed.

Expectations of the BARC Services Provider:

- Accepts interlibrary loan requests via OCLC or ILLiad, email, or other means from SCRLC member libraries, with every effort made to obtain the items for members using OCLC, DOCLINE, or any other appropriate and expeditious means.
 - The BARC Services Provider places or refers ILL requests but is not expected to handle the physical items unless filling a request from within its own collection (this may vary depending on established procedures and workflows).
 - The requesting library provides information on date received and returned when needed.
- Participates in at least one reciprocal resource sharing agreement that includes a minimum of 75 members, e.g. IDS, LVIS (Libraries Very Interested in Sharing).
- Maintains a 24-hour turnaround time for the placement of each request (excluding weekends and holidays), i.e., within one business day the request will either be placed or the BARC Services Provider will communicate with the requestor any issues with the request (more information needed, no locations, format question, etc.).
- Accepts Union List of Serials local holdings additions and changes online or by other means to update the OCLC regional Union List of Serials. Updates may include holdings, title changes, or deletions for libraries that are not full members of OCLC.
- Effects updates within one week of receipt.
- Contacts SCRLC staff for original serials cataloging for the Union List of Serials.
- Handles OCLC/ILLiad work such as profiling, symbol dimming etc. as needed.
- Maintains ILL statistics, e.g., the number of requests received and filled for members and reports them quarterly to SCRLC within the first two weeks of the following quarter.
- Maintains LHD/ULS statistics and reports to SCRLC annually in July.
- Collaborates with SCRLC staff and SCRLC members to ensure quality service.

Proposals must include evidence of the ability to meet these expectations.

They should indicate what system(s) will be used to place requests and update union list of serials holdings, personnel that will be used and the reciprocal arrangements. The price and structure to be charged for the provision of services must be included, as well as the explanation for the charges. Although South Central Regional Library Council members are preferred providers but all proposals will be entertained.

Background Information for BARC Services: When SCRLC formed in the 60's and into the 2000's SCRLC directly employed interlibrary loan staff to handle ILL requests and union listing. Resource sharing has changed considerably over the years, and the need for an in-house operation declined; however, we still have members that need the service, including two of our three public library systems. BARC has been outsourced for over 15 years. For more information about BARC and SCRLC's interlibrary loan program visit

<https://scrlc.org/Bibliographic-and-Referral-Center--BARC->

**EMAIL YOUR PROPOSAL TO MARY-CAROL LINDBLOOM,
mclindbloom@scrlc.org. BEFORE 4PM, FRIDAY, OCTOBER 18, 2019.**