

RSA MEMBER LIBRARY RESPONSIBILITIES

February 24, 2003

RSA MEMBERSHIP RESPONSIBILITIES	COMMENTS
Meet current hardware and software standards as posted on the RSA website	Online & Cataloging Libraries
Meet current telecom standards as prescribed by TLC/CARL and RSA	Online Libraries
Run virus protection software on all RSA terminals	Online & Cataloging Libraries
Attend RSA user meetings	Online & Cataloging Libraries
Subscribe to carltr-l or cdusers-l; Provide current e-mail address to RSA and check e-mail routinely	Online & Cataloging Libraries
Serve as a mentor to other RSA libraries	Online & Cataloging Libraries
Assist in training other RSA libraries	Online & Cataloging Libraries
Provide RSA staff with documentation for trouble tickets to be submitted to TLC/CARL	Online libraries report to RSA; Cataloging libraries report conversion software problems to RSA and PAC (public access catalog) software problems to TLC/CARL
Follow the RSA Bibliographic Database Standards; add only full OCLC MARC records to the database (except for temporary records)	Online & Cataloging Libraries
Complete retroconversion in a timely manner	Online & Cataloging Libraries; Standard for retroconversion is 25% completed per year or 4 years to convert entire core collection
Add new acquisitions on a routine schedule	Online & Cataloging Libraries

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Perform database maintenance (deletions and changes) on a routine schedule	Online & Cataloging Libraries
Utilize standardized ALS/RSA barcodes for materials	Online & Cataloging Libraries
Utilize standardized ALS/RSA barcodes for patron cards and comply with RSA Patron File Data Entry Standards	Online & Cataloging Libraries
Schedule as far in advance as possible hardware, telecom, and access upgrades so that RSA staff is prepared and available to perform connectivity work on RSA side	Online Libraries
Utilize your own vendor when performing equipment switching operations, local network troubleshooting, and Internet trace route	Online Libraries
Call TLC with support issues related to the PAC (public access catalog) product	Cataloging Libraries
Pay bills to ALS/RSA within 30 days of due date or a late fee may be charged	Online & Cataloging Libraries; For billing inquiries contact ALS Business Office
Maintain equipment or services purchased with grant funding for ALS/RSA purposes	Online & Cataloging Libraries