School Library System CoSers

CoSer is short for “Cooperative Service Agreement.” BOCES administers CoSers that allow schools to receive aid for expenditures that fall within specific guidelines approved by New York State.

CO-SER 505 — Library Instructional Resources

For information contact: Eileen Coryat, Coordinator of School Library System and Media Services at 607-286-7915 or email: ecoryat@mail.oncboces.org

This service provides access to current instructional tools including print, media and remote resources, to meet the rapidly changing information needs of library patrons. Through regional planning and coordinated purchasing, the School Library System (SLS) explores partnerships with other library systems, publishers and information vendors to seek the most cost effective contracts and services. The SLS staff assists districts with training and technical assistance with electronic resources. Districts may participate in one or all of the extended service levels:

LEVEL 1 — Online Databases
The Online Database Service offers district libraries the opportunity to purchase databases at a volume discount. These online fee-based subscriptions, which can be accessed via the Internet from school or home, support the K-12 curriculum. Resources assist in linking the students and staff to curriculum related materials necessary to be successful in the information age. This shared service includes online databases, Web-based encyclopedias, magazines, newspapers, curriculum reference tools. eBooks are considered an online resources, and are available in this CoSer.

LEVEL 2 — Periodical Subscriptions
The Periodical Subscription service provides for regional coordination for the purchase of magazine subscriptions. School Library System negotiates discounted pricing with subscription providers based on volume discount.

LEVEL 3 — Cooperative Collection Development (CCD)
Each library in the Otsego Northern Catskills BOCES School Library System (ONC BOCES SLS) exists to serve the needs of its community. We acknowledge that local school district collections cannot satisfy all the needs of every patron. While each library is responsible for developing a core collection, school libraries are relying more on cooperative collections to meet research needs of students and staff. The Cooperative Collection Development (CCD) plan benefits all member districts by participating in joint collection development that all districts in the school library system can draw upon through the established inter-library loan (ILL) network. The ONC BOCES CCD Plan provides school districts access to current print, media and digital resources, and meets the rapidly changing needs of library patrons by providing equitable access to information in a variety of formats.

LEVEL 4 — OverDrive eBooks
OverDrive eBooks is a cooperative collection of eBooks for the participating component school of ONC BOCES. A main collection supports grades K-12. Each school has a shelf within OverDrive. The content purchased by school librarian is specific to that school and their
students have access to titles. Level 4 provides content for main collection as well as individual shelf purchases. District may contribute additional funds for their shelf.

The School Library System administers Library Instructional Resources CoSer 505 to enable districts to collaboratively and cost-effectively purchase current instructional tools including online databases, periodicals and books. Each district pays a base fee to participate in the CoSer and may choose to pay an additional fee to participate in any or all of the following – Level 1 - Online Databases, Level 2 - Periodicals and Level 3 - Books for Cooperative Collection Development. Participating districts make a “firm commitment” prior to May 1st of each year and clearly select the level and dollar amount to be spent in each category. The Library Media Specialist is responsible for communicating the total costs and list of services (i.e., databases, periodical renewal list, and book titles) to be purchased to the ONC BOCES School Library System.

The School Library System will order resources and participating schools will be billed monthly by the ONC BOCES Business Office. Contact the School Library System office for an accurate accounting of budget expenditures. Each district will be reimbursed based on individual district aid ratios.

CoSer 505 – Library Automation

The School Library System administers Library Instructional Resources CoSer 505 to enable districts to collaboratively and cost-effectively purchase current instructional tools including online databases, periodicals and books. Each district pays a base fee to participate in the CoSer and may choose to pay an additional fee to participate in any or all of the following – Level 1 - Online Databases, Level 2 - Periodicals and Level 3 - Books for Cooperative Collection Development. Participating districts make a “firm commitment” prior to May 1st of each year and clearly select the level and dollar amount to be spent in each category. The Library Media Specialist is responsible for communicating the total costs and list of services (i.e., databases, periodical renewal list, and book titles) to be purchased to the ONC BOCES School Library System.

The School Library System will order resources and participating schools will be billed monthly by the ONC BOCES Business Office. Contact the School Library System office for an accurate accounting of budget expenditures. Each district will be reimbursed based on individual district aid ratios.

CoSer 521 – Library Automation

The School Library System administers Library Automation CoSer 521 for networking, management, technical support, library equipment and training. Each district pays a fee to participate, allowing expenditures that meet the guidelines, such as the Service Update Agreements to OPALS, SCOOLS, and SEEK, OPALS training, and library technology. Library Automation supports OPALS, SCOOLS, SEEK, and OnLine Library Database Management with ongoing support, a liaison between automation vendors and librarians, trouble shooting via emails, phone and visits, training new librarians & staff, and database management.

CoSer 521 Library Automation Guidelines for approved expenditures

Summarized from NYSED Commissioner’s regulations

Nature of Service:

BOCES operates a library automation and database development service designed to provide an integrated regional database, online catalog, circulation management, records conversion, single sign-on (SSO), and interlibrary loan system for two or more component districts.

Covered expenditures related to library automation:

- Training
- Consultants
- Hardware per school library media center eligible for aid may include the following if it is networked for use with the library automation software.
  - 1 network file server, with appropriate back-up devices
  - 6 workstations (including one circulation and one management workstation for
up to 600 students enrolled B additional workstations will be eligible for BOCES aid at the ratio of 1 per 200 additional students enrolled.
2 printers (output devices) B additional printers will be eligible for BOCES aid at the ratio of 1 per 4 additional workstations.
1 uninterrupted power supply
1 modem or other analogous device for exploring beyond the library=s walls.
1 direct telephone line B ongoing telephone charges are not included.
3 barcode scanning devices

- Software per school library media center eligible for BOCES aid includes:
  Network operating system software
  Telecommunications software
  Library automation software
  Management system software
  Computer operating system software

- Databases which have been developed cooperatively by component districts and which are shared between two or more participating school districts are eligible for BOCES aid.