# An Invitation to Join SEKnFind

**What is SEKnFind?**

SEKnFind is the SEKLS consortium which shares a single automated system (catalog, circulation, etc.). SEKnFind uses the Koha system, which is open source software. "Open source" means that the software is openly available, not owned by a particular company. SEKLS contracts with a company called ByWater Solutions to host and support our system.

**What are the main features of SEKnFind?**

Koha offers all the usual components of an integrated library system: circulation, online public access catalog (OPAC), reports, overdue notices, etc. In SEKnFind, there is a shared database, so research results show the holdings of all consortium libraries (although searches can be limited to only show materials available at your library). When holds (reserves) are placed, the hold is filled from your own library if the item is available, and from another SEKnFind library if not. Because all materials are on the same database, when the item arrives from another SEKnFind library, you can check it out directly to the patron using Koha. Overdue notices are sent automatically (no staff time involved) to patrons for whom you have an e-mail address. Each library sets its own circulation and fines rules. Patrons can log on to SEKnFind from any location and can see what they have checked out or owe fines on, see what they have checked out in the past, renew items themselves (if the items are eligible for renewal), place their own holds, leave comments on books, and make purchase suggestions.

**What are the costs of joining SEKnFind?**

There are actually two costs to consider: annual fees, and the cost of data migration for libraries which are already automated.

Annual membership fee
The annual membership fee schedule is below. There are usually three SEKnFind User Group meetings annually. Libraries which send a representative to attend at least half of the User Group meetings (in other words, 2 meetings per year) get 20% discount on their annual fee.

| Institutional budget | Annual fee | Discounted fee |
|---|---|---|
| Less than $25,000 | $125 | $100 |
| 25,001 to 50,000 | $250 | $200 |
| 50,001 to 100,000 | $500 | $400 |
| 100,001 to 200,00 | $750 | $600 |
| 200,001 and up | $1,000 | $800 |

For colleges or schools, this is based on the total institutional budget. A 50% discount will be given for each library beyond the first one from a school district.

Data migration
ByWater Solutions charges 5¢ per record for data migrations. The cost is split equally between the library which is joining, SEKLS, and LSTA grant funds from the State Library. If for any reason these grant funds are no longer available, one-half the cost would be paid by the library and one-half by SEKLS.

**Are there other costs?**

Besides a computer at the circulation desk (if you don't have one there already), you will need a barcode scanner. We also recommend having a slip printer. For non-automated libraries, the LSTA grant should cover the cost of the barcode scanner and slip printer.

You would also need to buy barcodes for materials and new patron cards. If LSTA grant funds are available as anticipated, there would be no cost to the library for these. If grant funds are no longer available, the costs would need to be borne by the library. Material barcodes are approximately $21 per thousand. Already-automated libraries will in most cases able to keep their current barcodes in place until an item is loaned to another SEKnFind library (this has worked with other SEKnFind libraries). Patron cards are about 16¢ each plus a setup fee, or more for a card with detachable keychain cards.

**What about courier service?**

Joining Kansas Library Express, the state courier service for libraries, is a requirement for joining SEKnFind.

**If my library is not automated now, how will we get records for our collection into the automated system?**

This process is called *retrospective conversion* of the catalog. SEKLS staff will help accomplish this in your library. Your library will be scheduled first-come, first-served for a certain period of time depending on the size of your collection (probably 7-20 weeks).

You will want to weed heavily before undertaking retrospective conversion. Each book will take time, and the more you weed the more time you save. In order for SEKLS cataloging staff to help with your retrospective conversion process, SEKLS consulting staff must first weed your library.

**What training will be provided?**

SEKLS staff will train new SEKnFind members one-on-one, and on-site in your library. Several SEKLS staff members will schedule times with you to cover certain aspects of the training. Non-automated libraries will learn cataloging from cataloging staff as part of the retrospective conversion process, while already-automated libraries will be trained by Kim Burns. Kim Rutter will train you on patron registration, circulation and fines rules set-up, overdue notices set-up, and related topics before your "go-live" day. Roger Carswell will train you on features of the OPAC, some tools for moderating patron use of OPAC features, and on circulation reports. Sandy Wilkerson will train you on circulation, holds, and transfers a day or two before your scheduled "go-live" day, and will also be present for go-live day.

**How many members does SEKnFind have currently?**

Forty-one. This includes 40 public libraries and one community college library.

**When can I join SEKnFind?**

At any time.  Already-automated libraries should plan on the process of importing records, set-up, etc. taking at least two months, and probably longer.  When you indicate an interest in joining, we will schedule a visit to examine your existing catalog.  Some clean-up work (primarily with ISBNs) may be needed.   The timing will be based on your preferences, the amount of work needed to get your catalog ready for import, and the schedule we already have for other libraries' imports.

Non-automated libraries will take longer because of the need for retrospective conversion; as noted above, SEKLS help with this will be scheduled first-come, first-served.

**How can I learn more?**

To look at the SEKnFind catalog, go to http://www.seknfind.org
If you'd like to log in as a patron would, use the login "visitor", password "visitor".

You can also call or e-mail SEKLS staff at any time for more information.