

Access Pennsylvania POWER Library Services Application

Access to Interlibrary Loan

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**COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF EDUCATION**

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Access Pennsylvania

POWER Library Services Application

The Pennsylvania Department of Education (PDE) Office of Commonwealth Libraries (OCL) is accepting applications to participate in its Access Pennsylvania POWER Library services.

This document:

- Describes [POWER Library](#) services;
- Identifies which types of Pennsylvania libraries may be eligible to provide these services directly to their patrons; and
- Describes the requirements that libraries of all types must meet to participate in the program.

POWER Library Service Components

The following services are components of POWER Library services:

1. **Statewide online catalog and interlibrary loan service:** Listed as “Find books, movies, and more in a PA Library” on the POWER Library website, the statewide online catalog and interlibrary loan service facilitates resource sharing among more than 800 Pennsylvania libraries. The catalog also serves as a source of cataloging and bibliographic records for participating libraries.
2. **E-resources:** E-resources provide access to thousands of full-text periodical articles, newspapers, photographs, pictures, charts, maps, and reference materials for Pennsylvanians of all ages.
3. **PA Photos and Documents:** PA Photos and Documents permits the storage and retrieval of digitized collections created by libraries and other entities located in Pennsylvania. Its primary focus is on collections of interest to Pennsylvanians.
4. **Chat with a Librarian:** Chat with a Librarian provides Pennsylvanians with chat reference librarian service 24 hours per day, seven days per week. Applications are not necessary to offer this service to the public.

Funding and Support

Access Pennsylvania's POWER Library services are funded primarily by the Commonwealth of Pennsylvania and Library Services and Technology Act (LSTA) funds from the U.S. Institute of Museum and Library Services. These funds are administered by the Pennsylvania Department of Education, Office of Commonwealth Libraries.

Notice of these funding sources must be provided on all printed or electronic presentations of POWER Library resources as found on the POWER Library site's [For Librarians-Funding and Support Attribution](#) section.

Technical Support and Fees

OCL selects its technical support vendor on a competitive basis at regular intervals. Currently, it contracts with Hosting Solutions and Library Consulting (HSLC), a non-profit organization located in Philadelphia, PA, to provide technical support for POWER Library.

HSLC charges an annual POWER Library technology support fee to participating libraries that is based on the services chosen and library type (public, school, academic, special). The technology fee supports enhanced support, training, custom programming, hardware replacements, administration costs, etc. Current technical support fees are available on the [HSLC website](#) or email support@hslc.org.

POWER Library Background

POWER Library services are provided under the banner of Access Pennsylvania, an umbrella program of statewide library services.

Access Pennsylvania was conceived in 1984 as part of the State Library of Pennsylvania's "Comprehensive Plan for Libraries in Pennsylvania: Recommendations for Improved Access to Library Resources." With its overarching goal of expanding access to library resources, the plan identified three key areas:

1. Developing a statewide library card system that would allow all Pennsylvanians to use any publicly-supported library;
2. Expanding the use of technology to more effectively share library and information resources; and
3. Improving the local financial support of public libraries and providing state assistance for the support of libraries in low income communities.

In 1985, work began to develop a statewide union catalog on CD-ROM that was updated regularly. During its first year, the CD-ROM catalog included 121 libraries (64 public libraries, 28 instructional media services, 25 school libraries, and four academic libraries.) This CD-ROM catalog was greatly expanded and later moved to the Internet. It served as the foundation for POWER Library services.

Disclaimer

OCL reserves the right to change or terminate the Access Pennsylvania POWER Library program based on the availability of funding, program needs, or the availability of vendors that can provide qualified services.

Statewide Online Catalog and Interlibrary Loan Services

Description

Listed as “Find books, movies, and more in a PA Library” on the POWER Library website, the statewide online catalog and interlibrary loan service facilitates resource sharing among more than 800 Pennsylvania public, school, academic and special libraries. The online catalog also serves as a source of cataloging and bibliographic records for participating libraries.

Eligibility

1. **Public Library** - A public library or system is eligible to participate if it:
 - a. Is organized and governed in accordance with the Pennsylvania Public Library Code;
 - b. Meets applicable library standards found in the Pennsylvania Public Library Code and its associated regulations; and
 - c. Pays the POWER Library services annual technology support fee.
2. **School or Intermediate Unit** - A school or intermediate unit is eligible to participate if it:
 - a. Is authorized, licensed, regulated, accredited, registered, or established by the Commonwealth of Pennsylvania;
 - b. Has a library supervised by a certified school library media professional;
 - c. Provides an accessible, centrally-housed, and organized collection of library resources;
 - d. Has a line item in the school’s budget allocated for the library to purchase library materials; and
 - e. Pays the annual POWER Library technology support fee.
3. **Academic Institution** – An academic institution is eligible to participate if it:
 - a. Is authorized, licensed, approved, or accredited by the Commonwealth of Pennsylvania to confer degrees.
4. **Special Collection Library or Institution** – A special collection library in Pennsylvania, including those funded by the state, is eligible to participate if it:
 - a. Has an appropriately trained librarian;
 - b. Has an organized collection; and either
 - i. Is open a minimum of 20 hours of service per week or
 - b. Demonstrates a strong commitment to share its resources with other libraries.

Participant Requirements

Eligible participants are required to:

1. Endorse the [Pennsylvania Interlibrary Loan Guidelines](#) and [Pennsylvania Interlibrary Loan Procedures Manual](#);
2. Participate in statewide interlibrary loan and resource sharing with Pennsylvania libraries of all types;
3. Maintain an organized collection and a budget that includes expenditures for new materials, and supports shipping of inter-library loan material for borrowing and lending.
4. Demonstrate a strong commitment to resource sharing;
5. Provide OCL with all machine-readable cataloging (MARC or RDA) records, available from both local systems and bibliographic utilities, at the participant's cost;
6. Provide OCL with annual machine-readable cataloging record updates of library holdings that reflect additions, changes, and deletions, at the participant's cost;
7. Permit library staff to attend training scheduled by OCL at least once per year;
8. Collect data regarding statewide online catalog and interlibrary loan service use; and to report this information at regular intervals as requested by OCL;
9. Designate a staff person who will manage interlibrary loan requests and subscribe to Access Pennsylvania broadcast email updates;
10. Prominently place the POWER Library icon or widget on their library website as presented on the POWER Library site's [For Librarians-Promotional Materials](#) section; and
11. List the POWER Library funding attribution statement (as found on the POWER Library site's [For Librarians-Funding and Support Attribution](#) section) on all printed or electronic presentations of POWER Library resources.

OCL Services

Contingent upon the availability of funding and/or program needs, OCL provides participating libraries with access to:

1. Web-based software to use to perform interlibrary loan activities;
2. Software and tools to upload and update collections;
3. Training and technical support; and
4. Usage statistics.

POWER Library Service Application

Instructions

Complete the institution information below, along with the agreement information and signature pages for each service selected. Electronic signature is acceptable. If submitting hard copies, one original signed application is required.

Address any questions about this application form to HSLC at 215-222-1532 or support@hslc.org.

Remit

Submit your electronically signed application and agreement form to support@hslc.org.

Submit your original, signed copy of the application and agreement form via First Class Mail to:

Hosting Solutions and Library Consulting
Attention: POWER Library Applications
3600 Market Street, Suite 550
Philadelphia, PA 19104

POWER Library Service Application

Instructions

Complete the institution information below, and the agreement information and signature pages for each service selected. Address any questions about this application form to HSLC at 215-222-1532 or support@hslc.org.

Institution Information

Institution Name	Click or tap here to enter text.
Library name	Click or tap here to enter text.
Street Address	Click or tap here to enter text.
City	Click or tap here to enter text.
State	Click or tap here to enter text.
Zip Code	Click or tap here to enter text.
District Library Center Name (Public libraries only)	Click or tap here to enter text.
Library System Name (If applicable)	Click or tap here to enter text.
School District Name (If applicable)	Click or tap here to enter text.
Intermediate Unit Number or Administrative Unit Number	Click or tap here to enter text.
Enrollment Size or Service Area Population	Click or tap here to enter text.
County	Click or tap here to enter text.
Library Director Name	Click or tap here to enter text.
Library Director E-mail	Click or tap here to enter text.
Library Director Telephone	Click or tap here to enter text.
Library Director Fax	Click or tap here to enter text.
Other Contact Person Name	Click or tap here to enter text.
Other Contact Person Title	Click or tap here to enter text.
Other Contact Person E-mail	Click or tap here to enter text.
Other Contact Person Telephone	Click or tap here to enter text.
Other Contact Person Fax	Click or tap here to enter text.

Statewide Online Catalog and Interlibrary Loan Services Agreement Form

Please select institution type:

Public Library School/Intermediate Unit Academic Special Collection

affirms that it meets the Statewide Online Catalog and Interlibrary Loan services eligibility requirements. It also agrees to:

1. Endorse the [Pennsylvania Interlibrary Loan Guidelines](#) and [Pennsylvania Interlibrary Loan Procedures Manual](#) and the procedures contained therein;
2. Participate in statewide interlibrary loan and resource sharing with Pennsylvania libraries of all types;
3. Maintain an organized collection and a budget that includes expenditures for new materials;
4. Demonstrate a strong commitment to resource sharing;
5. Provide OCL with all machine-readable cataloging records, available from both local systems and bibliographic utilities, at the participant's cost;
6. Provide OCL with annual machine-readable cataloging record updates of library holdings that reflect additions, changes, and deletions, at the participant's cost;
7. Permit librarians to attend training scheduled by OCL at least once per year;
8. Collect data regarding statewide online catalog and interlibrary loan service use; and to report this information at regular intervals as requested by OCL;
9. Designate a staff person who will manage interlibrary loan requests and subscribe to Access Pennsylvania broadcast email updates;
10. Prominently place the POWER Library icon or widget on their library website as presented in the POWER Library – [For Librarians-Promotional Materials](#) section and.
11. List the POWER Library funding attribution statement (as found on the POWER Library site's [For Librarians-Funding and Support Attribution](#) section): on all printed or electronic presentations of POWER Library resources.

Authorization (e.g. Board President, Superintendent, Library Director, etc.):

Signature:

Typed Name:

Title:

Date:

Phone:

Email:

Interlibrary Loan Staff Person

Signature: _____

Typed Name:

Title:

Date:

Phone:

Email: