

# RSA Member Library Responsibilities

Revised July 12, 2016

RSA Membership Responsibility:	Comments:
Attend RSA User Group meetings	Meets Quarterly. Can attend in person or via Online conference
Attend RSA Committee meetings	Meets three times a year or as needed. Can attend in person or via Online conference
Subscribe to the RSA listserv	Each library's Gmail account is already subscribed to the appropriate listserv. Individuals can subscribe to the Full online, Basic online, or Union List listserv lists.
Check your RSA provided Gmail account daily. Notify RSA if you change the RSA provided default Gmail password.	Many reports, picklists, clean hold shelf, billing and other notices as well as RSA listserv info comes to you via these library Gmail accounts.
Serve as a mentor to other RSA libraries	Everybody knows something. Share and share alike.
Provide RSA Staff with documentation for trouble tickets	All tickets go through RSA Staff first and will be submitted to SirsiDynix as required.
Follow the RSA Bibliographic Database Standards. Add only full OCLC MARC records to the database.	Consult with the RSA Cataloging and Database Supervisor if you have questions.
Add new acquisitions on a routine schedule	Consult with the RSA Cataloging and Database Supervisor if you have questions.
Perform database maintenance (deletions and changes) on a routine schedule	Consult with the RSA Cataloging and Database Supervisor if you have questions.
Utilize standardized RSA barcodes for materials	Consult with the RSA Member Services Supervisor for more information or to order initial barcodes. RSA staff can direct you to our barcode vendor for reorders.
Utilize standardized RSA barcodes for patron card	Consult with the RSA Member Services Supervisor if you have questions.
Comply with RSA patron file data entry standards	Consult with the RSA Member Services Supervisor if you have questions.
Meet current hardware and software standards.	Contact RSA Staff for specifics
Meet current telecom standards	Minimum requirements are: broadband connection with a static IP internet address. Non-static IP address will not pass through our firewall.
Run virus protection software on all computers running RSA software	Paid or free options. Contact RSA System Supervisor or RSA Director if you need recommendations.
Schedule as far in advance as possible hardware, telecom, and access upgrades so that RSA Staff are prepared and available to perform connectivity work on RSA side	Consult with RSA System Supervisor or RSA Director if you have questions.

Contact RSA before purchasing 3 <sup>rd</sup> party products that connect with RSA to ensure compatibility.	Consult with RSA System Supervisor or RSA Director if you have questions.
Utilize your own vendor when performing equipment switching operations, local network troubleshooting, and other network troubleshooting	Consult with the RSA System Supervisor if you have questions or your local vendor needs to discuss issues.
Pay bills to RSA within 30 days of due date or a late fee may be charged	Consult with the RSA Director if you have questions.
Maintain equipment or services purchased with grant funding for RSA purposes	Consult with the RSA Director if you have questions.
Maintain a valid OCLC contract allowing the Member Library to attach their holdings to OCLC records. Libraries without an OCLC contract will be assessed an annual fee.	Libraries without an OCLC contract are yearly assessed a 10% fee on the library's annual RSA fee. Consult with the RSA Director if you have questions.