

## Information Technology (IT)

### Software

- An assortment of software is provided to members at no cost for both staff and public computers.

### Hardware

- Equipment is provided by and managed by PRLS every year and includes desktop and laptop computers, networking hardware, wireless access points, printers, scanners and more.

### PAC & Polaris

- The patron (PAC) and staff-accessible (Polaris) catalogues are used to circulate items throughout the system and get books into the hands of patrons.

### Network Infrastructure

- Management of the Alberta SuperNet for each member library in addition to supplying member libraries with no cost Internet access.

### Support & Maintenance

- IT provides ongoing maintenance for software and hardware during regular hours and for emergency after-hours support. They also do plenty of proactive support on tech items.

## About Parkland

The Parkland Regional Library System was formed in 1959 to bring cost-effective service to libraries across rural Alberta. Headquartered in Lacombe, today Parkland is a cooperative network that shares physical material, resources, and expertise. We support 49 public libraries, serving residents of 64 municipalities, as well as supporting on-reserve indigenous residents in Central Alberta.

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## Contact Us



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[prl.ab.ca](http://prl.ab.ca)



# Parkland Regional Library System

## Catalogue of Services

## Library Services Consulting & Marketing

### Programming Support

- Access over 100 different program kits, book club kits, technological equipment, promotional materials and reduced rates on public performance rights for video screenings.

### Collection Management

- Get help with weeding old or outdated books, counting inventory, collection analysis and selection for new purchases.

### Communications & Marketing

- Assistance with social media, marketing and promotional campaigns, attraction/signage audits, advocacy efforts and more.

### Training

- Training for staff, managers and board members on topics including best practices, technology, responsibilities, human resources, marketing, programming and more.

### Support

- Help with Plans of Service, PLSB submissions, policy development, space planning, statistics gathering and more.

## Library Services Collections & Cataloguing

### eResources

- Free access to 15 digital resources for patrons in all member libraries.
- Training and promotional materials for all library staff are available on the Support Site. This includes social media templates for each of the 15 resources.

### Interlibrary Loans

- Processing of items borrowed from outside of the Parkland system, including books from across the province and beyond.

### Shared & Special Collections

- Access to several special collections including:
  - A library professional development collection.
  - Large print and audiobook rotating collections.
  - Victor Readers for patrons with print disabilities and access to CELA and NNELS for accessible books.

### Cataloguing Services

- PRLS uses worldwide library standards and will catalogue new items purchased from discounted vendors, donations, physical equipment and kits, magazine subscriptions, and more.

## Finance & Operations

### Ordering

- Review carts, import the information to Polaris and place your orders. Liaise with the vendors regarding any item status updates, and communicate with libraries when necessary for ordering accuracy and efficiency.

### Receiving

- Process weekly shipments of invoices from multiple vendors, checking all physical materials for damage or irregularities before adding your library code, barcode, price, spine labels, and protectors.

### Processing

- Create allotment, bill direct and process only packing slips for daily van runs. Check incoming kits and equipment for damage and missing items. Split multi-sets for DVD/Blu-ray combo packs, cover donations in mylar, and more.

### Shipping

- Manage nine van delivery runs per week where items are sent to libraries.
- Prepare and send out rotating collection requests.
- Daily sorting of all incoming materials to get them where they need to go next.
- Prepare all outgoing ILLs for shipping and sort all incoming ILLs for processing.