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SCHEDULE II SUMMARY OF COSTS

This schedule is hereby made a part of the Agreement for 2017-18 by and between Big Walnut Local Schools and Meta Solutions. Services will be rendered for the period of the Agreement, unless otherwise stated below.

Service	Cost
INFOhio Library Services	\$2.90/student
IEP Anywhere	\$1.50/student

Headcount	3,569
Total Schedule II Cost	\$15,703.60

Owner Authorized Signature

Date: _____



Digitally signed by David Varda

Date: 2017.03.29 15:09:54 -04'00'

META Authorized Signature

Date: _____



LIBRARY SERVICES/INFOHIO STATEMENT OF WORK

Overview

META is proud to provide its members a broad spectrum of educational solutions. Included in these are the minimum set of state-subsidized information technology services that each ITC is required by the Ohio Department of Education to offer its user entities. Core services are determined through policies issued, and guidelines periodically communicated, by ODE.

The Parties have entered into a Master Service Agreement for services, including but not limited to Library Automation via INFOhio (the "Agreement"). In accord with the terms set forth in the Agreement and the incorporation hereof, this statement of work (SOW) shall outline the scope of work as well as additional terms associated with the provision of Library Services/INFOhio support.

Support Mission

META Library Services, together with INFOhio, supports and enriches teaching and learning by providing equitable access to quality resources for educators and students as well as library automation—all promoting information literacy and media literacy through the use of technology.

Services Defined

Standard Implementation (INFOhio specific)

- META will work with district IT staff to ensure library equipment is configured according to INFOhio specifications.
- School District will provide a 'library coordinator' who is knowledgeable and proficient with the library automation software and who will serve as the META point-of-contact to be responsible for any META school district requirements in this Agreement.
- Database management for school libraries which includes:
 - Consultation with library staff to determine licensure/library policies/procedures for efficient implementation of library software;
 - Hosting all data on META servers and management of servers;
 - Regular data backup including off-site backup protection; and
 - Integration of patron data into library software.
- Initial Training with district leadership team
 - 'New Library Staff' training will be provided by META in August/September. Upon completion of training, new library staff will be given software log in access.

Level 1 Support

- Helpdesk—This service is the primary support mechanism and is offered via META's Web Helpdesk ticketing system. META will provide timely assistance to school library client in order to resolve problems or after troubleshooting, escalate to the appropriate department for resolution.
- META will provide instructional documentation for all software as well as 24/7 electronic access to the same.
- META will provide "MARC record specifications" to libraries for each of their vendors so that coding of library holdings is in compliance with INFOhio specifications. META will auto-load MARC records provided by vendors who follow the INFOhio specifications.
- Training & Communication
 - Training sessions—Software training and library professional development opportunities are provided several times during each school year. Content includes: Circulation, Reports (included with Circulation and Inventory), Inventory, New Features (as needed), Electronic Resources (as needed), and the Online Public Access Catalog (OPAC) (included with Circulation). 'Existing Library Staff' Professional Development/Training opportunities will be provided on an as need basis by META.

School District Responsibilities

- School District will ensure library computers/equipment meet INFOhio specifications and that the Library Staff be granted the proper permissions to the installation directory and the documents and settings directory as outlined by INFOhio.
- School District will coordinate the submittal of student data (from student software system), in a pre-defined format determined by META, on a daily basis.
- School District will coordinate staff attendance at library trainings/meetings to ensure compliance of training requirements:
 - New Library Staff must attend a minimum of 3 'new staff' trainings (in year one) that are provided by META. Upon completion of basic training, new staff will be given software log in access.
 - Existing Library Staff will attend at least 2 META meetings/trainings annually.