

NORTHERN LIBRARY NETWORK (NLN)

Membership Agreement

Updated & Approved 8/18/17

I. Purpose

This Membership Agreement outlines the agreements that form the basis for a library system's (the "Library System") membership in Northern Library Network (NLN).

II. Vision and Mission

- A.) NLN is committed to excellence in library service through empowerment of library partnerships.
- B.) NLN promotes cooperation to enhance and expand availability of resources and information through resource sharing in a timely and cost effective manner.

III. Membership

While individual library systems retain autonomy over their own operations, participation in the Northern Library Network requires collaboration in developing certain common policies and shared decision-making. Membership in NLN represents the expectation of active and continuing participation by each member library system. As a consideration for acceptance and continuation of membership in NLN, the designated Library System agrees to abide by the following terms and conditions:

- (1) Accept and follow the Bylaws of the Northern Library Network.
- (2) Shall have one voting representative being the Library Director or designee.
- (3) Conform to established policies, procedures, protocols, and regulation developed and agreed to by the Membership, or the Executive Committee.
- (4) Ensure library staff participation at all appropriate training and continuing education programs.
- (5) Participate in the electronic and physical delivery of services as defined by the Membership, or the Executive Committee.
- (6) Maintain standards and practices of collection development and not reduce acquisitions by reliance upon the collections of other participating NLN libraries.
- (7) Refrain from internal library policy changes that would adversely affect other participating NLN libraries.
- (8) Regularly participate with the Membership, or the Executive Committee in review of operations of NLN on a frequent basis and participate in joint development of plans.
- (9) Participate in the activities of the Membership by providing staff representation and service to various committees, task forces, and forums sponsored by the Membership, or the Executive Committee

After becoming participating active members in NLN, agree to abide by the following terms and conditions in addition to the terms and conditions listed above:

- (10) Input, maintain, and share bibliographic records according to the standards developed and agreed to by the Northern Library Network.
- (11) Enter its retrospective bibliographic holdings within one year of going live and input newly acquired titles on a continual basis, according to the standards developed and agreed to by the Northern Library Network.
- (12) Input, maintain, share, and keep confidential patron records according to the standards developed and agreed to by the Northern Library Network.

NORTHERN LIBRARY NETWORK (NLN)

Membership Agreement

- (13) Lend library materials to patrons of all participating libraries according to the standards developed and agreed to by the Northern Library Network.
- (14) Connect to the network only equipment that is compatible with the Northern Library Network and State Library Network.
- (15) Restrict the creation of data records and operations of the Library System to authorized, trained staff.
- (16) Enter accurate information on all Northern Library Network related transactions and statistics.

The violation of any provision, policy, or requirement that is not corrected within 90 days after written notice of the violation is given by the Executive Committee of NLN will constitute default under the terms of this Agreement.

IV. Database – Bibliographic Records and Holdings

The Library System shall be deemed to have retained title to the Library System’s databases at all times. The Library System shall incur all costs to remove bibliographic records and holdings information from the database, in the event the Library System chooses no longer to participate in the NLN Project, or is asked to cease participation due to a violation of any provision, policy, or requirement that is not corrected within 90 days after written notice of the violation is given.

V. Statement of Authority

This Agreement shall be construed in accordance with the laws of the State of West Virginia.

VI. Termination of Agreement

This Agreement may be terminated by either party upon 90 days written notice to the other party.

VII. Notices

All notices for the Northern Library Network shall be directed to the Executive Committee Chair.

Name and address of the Executive Committee Chair

All notices for the Library System shall be directed to:

NORTHERN LIBRARY NETWORK (NLN)
Membership Agreement

VIII. Acceptance of Agreement

This Agreement is made effective as of _____, _____ between the Northern Library Network and the _____ Library System.
The Agreement shall remain in effect until terminated in accordance with the provisions of this agreement.

Accepted by:

Northern Library Network, Executive Committee Chair

By: _____ Date: _____

Library System Name _____

By: _____, System Board Chair/President. Date: _____

_____, Director. Date: _____

Library appointed Designee (optional): _____