

Document of Understanding Between the North Country Library System and its Member Libraries

This document sets forth the major responsibilities of the North Country Library System (NCLS) and its member libraries. The member libraries have mutual expectations and require essential shared services in order to provide better service to the public. In general, libraries serve the public directly and NCLS serves the member libraries.

The Mission Statement for NCLS is: "To improve library service in the NCLS area by facilitating services that member libraries cannot offer themselves, or services that make sense to provide in a cooperative manner. NCLS will help our member libraries improve society through facilitating knowledge creation in their communities".

To facilitate a better cooperative approach to meeting our mutual expectations for service, the following are understood by both the member libraries and NCLS.

Core services are either required or essential, and are currently funded primarily by NY State.

1. NCLS will maintain and operate an online union catalog and a delivery service for the distribution of materials for the support of interlibrary loan service and other library materials as appropriate.
2. NCLS will arrange training for member libraries on professional library issues and issues of computer and communications technology to encourage and enable member libraries to take advantage of the evolving information environment.
3. NCLS will be available for consultation with member library board and staff members on professional library issues and issues pertaining to general management and funding.
4. NCLS will inform members of grant opportunities and will administer any grants received by NCLS for the benefit of members as well as provide support for appropriate programs.
5. NCLS will facilitate a means for the mutual exchange of ideas and plans for service, such as the Directors Organization, joint committees, and the NCLSALL Listserv.
6. NCLS will provide Outreach Services as mandated by the Commissioner of Education's Regulations.
7. NCLS will support library development, and provide guidance on national, state and regional issues.
8. NCLS will support the Central Library as detailed by the Commissioner of Education's Regulations.

Shared Services are jointly supported by NCLS and member libraries. These may require a fee or charge, which might require a separate agreement or document of charges and services. If a library chooses not to participate in a fee-based service then that library and its patrons will not have access to that service.

1. NCLS will provide centralized support for printing services, rotating large print collections, and advocacy for libraries in the region. NCLS will serve as a repository of professional material for the member libraries.
2. NCLS will provide access to and manage an integrated library system (ILS, currently SIRSI). NCLS will fully engage the member libraries in the decision making process for the ILS through the Joint Automation Board and JAB committees.
3. NCLS will communicate to the members changes in the capabilities and use of the ILS and provide training and guidance for its use.
4. NCLS will provide technological leadership and support services in order to keep the member libraries current with information technology.
5. NCLS will maintain and operate a delivery service for the exchange of interlibrary loan materials. Each member library will receive a minimum of one delivery per week.
6. NCLS will facilitate the growth of, and provide centralized support for, a regional digital/online library collection as agreed upon by the member libraries.

Member Library Requirements

1. Member libraries will maintain and contribute their up-to-date collection holdings to the union catalog.
2. Member libraries will provide borrowing privileges, as provided for in the NCLS Free Direct Access Plan, to patrons of other libraries in the four-county NCLS area.
3. Member libraries will provide, in a timely manner, the various reports required by New York State.
4. Member libraries will participate in the Inter-library Loan service within the NCLS area.
5. Member libraries will participate in planning the financial support for the cost of shared services.
6. The NCLS Plan of Service is a fundamental document for all member libraries. This is stated in the Commissioner of Education's Regulation 90.3 (2) "The plan of service defines the mutual commitments, responsibilities and obligations of the public library system and its member libraries in meeting the service needs of the area served and statewide library service goals".

Member Library Responsibilities/Expectations

1. Member libraries are expected to have staff and Trustees maintain a subscription to NCLSALL and MLTRUSTEES Listservs, and participate in the election of Trustees to the NCLS Board.
2. Member libraries are expected to enable the participation of their Director, staff and Trustees in the Directors Organization, the Joint Automation Board and continuing education opportunities.
3. Member library Directors are expected to keep their Trustees informed about events and services available from NCLS and to keep NCLS informed of the services they desire.

By signing this document you are affirming membership in the NCLS with all benefits, privileges and responsibilities as outlined above.

President, XXX Library

Date

Director, NCLS

Date