AGREEMENT BETWEEN THE 
NORTH COUNTRY LIBRARY SYSTEM & 
THE XXX LIBRARY

WHEREAS
the stated purpose of the North Country Library System is to extend and improve library service in the counties of St. Lawrence, Jefferson, Lewis and Oswego, and

WHEREAS
the North Country Library System has purchased a computer system for the purpose of automating library functions, and

WHEREAS
the North Country Library System which wishes to share this computer system with other libraries and institutions in the North Country Library System service area,

NOW THEREFORE,
the North Country Library System (hereafter NCLS), and the XXX Library, (hereafter "Library") enter into the following agreement to share in the use and benefits of the SIRSI computer system.

I. DEFINITIONS
These terms may not appear in this document but may be used during discussions.

Bibliographic In this context a bibliographic record is synonymous with a MARC (Library Record of Congress MAchineReadable Cataloging) record. MARC is a standardized computer-readable format for descriptive records of library materials.

Central Site The central hardware and software for the SIRSI System, including servers, disc drives, controllers, printers, and communications equipment, among other equipment and software located at the central site. Excluded from central site material are hubs, routers, among other equipment and software located at the participating libraries. The location of the central site is the NCLS Service Center.

DSL Digital Subscriber Line: Technology that provides digital data transmission over a local telephone network.

Data Lines Communication lines over which data is transmitted between the Central Site Equipment and the Library. The line may be cable, fiber-optic, DSL or leased lines.

Switch A central connecting device in a network that joins communications lines together.

Item Record A record that is created on the computer system during the process of bar-coding a book. It is "linked" to the Bibliographic, or MARC, record. The Item Record contains circulation parameters for a particular book, such as loan period, local call number, date of last activity, due date, temporary location, and circulation status.

PAC Public Access Catalog, or OPAC (Online Public Access Catalog).

Router A device that forwards data between networks.
II. GOVERNANCE

A. NCLS will be the sole administrator of the central site computer hardware and software components, telecommunications equipment or any other peripheral equipment furnished for the computer room at the NCLS Service Center. However, the Library shall have the right to acquire a machine-readable copy of its own database, including the title and item records, at its own expense.

B. NCLS recognizes that a shared computer system requires shared decisions and agreement on some common issues. Accordingly, NCLS will invite the Director of the Library to join the Joint Automation Board (JAB). Membership in JAB will be extended to all libraries that use the SIRSI system for circulation.

C. Participation in the JAB shall have these purposes:
   1. To assist in enhancing and refining the policies and procedures for the shared use of the SIRSI system.
   2. To participate in the operational decisions that affects more than one library.
   3. To render advice and guidance to the NCLS staff concerning the delivery of SIRSI related automation services.
   4. To take part in the continuous planning for the expansion and improvement of the SIRSI system.
   5. To assure mutually beneficial operation of the SIRSI system.

D. All members of the JAB will be afforded adequate opportunity to express the needs and opinions of their respective participating institutions regarding matters under consideration. Notwithstanding the above, members of the JAB agree that:
   1. NCLS employees that work on the SIRSI system are subject only to NCLS directions and policies.
   2. The NCLS Board of Trustees serves as the agency to enter into contractual agreements with hardware and software companies on the behalf of JAB, and as such, serves as the ultimate governing authority for the SIRSI system.

E. Subcommittees may be assigned or appointed to deal with specific questions, problems, or procedural issues. Such subcommittees may consist of volunteers from the JAB or may be appointed by the NCLS convener. Committees shall be representative of participating libraries.

F. Local autonomy will be retained in policy and procedural matters that do not affect other participants.

G. JAB may meet as needed. The NCLS Technical Services Manager will convene the meetings.

H. The NCLS Technical Services Department will serve as contact and liaison with SIRSI.
III. FUNCTIONS AND PROCEDURES

A. The Library will have access to the SIRSI system to perform the necessary functions related to circulation. The SIRSI circulation system shall be available during all times the library is open to the public.

B. NCLS agrees to provide staff that will be responsible for the central site operation of the SIRSI system, including but not limited to contact with SIRSI and other vendors, technical assistance, and training programs.

C. All input and modification of bibliographic records will be entered by the NCLS Technical Services Department. NCLS agrees to maintain a procedure by which JAB participants may request the addition of new bibliographic records or modifications to existing records. JAB participants may change only their own item records.

D. NCLS will provide sufficient training for the Library staff so that they can make full and efficient use of the SIRSI system.

E. The input of patron data and the bar-coding of items will be the responsibility of the Library.

F. JAB, through the NCLS Technical Services Department, will coordinate the purchase of supplies and equipment, such as bar-code labels, bar-code readers, etc. If the Library wishes to purchase such supplies elsewhere, advance approval should be secured from the NCLS Technical Services Manager, to ensure compatibility with the SIRSI system.

G. Procedures and Tasks Prior to Bar-coding:
   1. **Timeline**
      The timeline of the project is, in general, set by the time it takes your library to complete the steps in this process. There may be other factors at NCLS that also enter into determining the timeline, such as the availability of personnel in our Technical Services Department, and the number of libraries currently barcoding their collections.
   2. **Staff**
      Many of the NCLS member libraries are essentially one-person operations. Your library may have paid part-time staff or volunteers or both. To ensure the operation of library business is not interrupted, the part-time staff and volunteers who run the circulation desk must be trained in the use of the circulation system. Just as libraries have used automation to increase their monetary support, libraries have also used the issue to solidify or improve their staffing situation. The library must have, whether paid or volunteers, regularly scheduled people who are able to use the circulation system.
   3. **Circulation Policy**
      Your Consultant will discuss revising the library’s circulation policy. This may be necessary because each library’s policy is entered into the circulation system, which has more detailed options than the policies of most libraries. The choice about each policy item is the decision of each Board. Your Consultant will provide a circulation policy template that has all of the needed options.
   4. **Patron Registration**
      One of the advantages of a shared circulation system is the patron database. Having a shared patron database allows people to easily use more than one library
by using the same library card. Each library on the circulation system has access to the same patron information. So, if a person has twenty books overdue at a neighboring library and comes to your library to borrow more, you will have the information and can make a decision about whether to lend to that person.

Patron registration is usually part of the circulation policy, but is mentioned here separately because of the emphasis the NCLS member libraries have placed on collecting accurate patron information. The libraries have voted to require two forms of identification, one being a picture ID, when registering a patron. Part of the bar-coding procedure will be the collection and updating of your patron information.

5. **Collection Review**
   During the barcoding process, each item in the library will be touched. Therefore, this project provides a good opportunity to look at the library’s collection. For example, the Library should think about the location and segmentation (mysteries, westerns, science fiction, romances, etc.) of the collection. The Library will weed if necessary, and update their holdings in the NCLS database by doing a shelf list inventory before starting the bar-coding project. Your Consultant will discuss these topics with the library’s Director.

6. **Shelf List Project**
   NCLS can provide a list of all of your library’s holdings as they appear in the union catalog ([www.northcountrylibraries.org](http://www.northcountrylibraries.org)). Library staff or volunteers can use this list to compare their current holdings and make note of necessary additions and deletions. NCLS then updates the catalog. Completing a shelf list project can make the process of barcoding a collection much easier and faster. All NCLS member libraries have completed a shelf list at some time in the past. Your Consultant will tell you when your library last completed such a project and will, at the very least, ask you to do a “test pass” on your collection to determine the need for a shelf list project. A shelf list project can take from one month to over a year, depending on the amount of staff and volunteer time that is available.

7. **Computer Skills**
   Someone from the NCLS Technical Services Department will visit the library to gauge the computer skills of the staff and volunteers, and determine if preliminary training is required. The Library staff/volunteers must be comfortable using a computer and demonstrate a working knowledge of searching, before this contract is signed by both NCLS and the Library.

8. **Network and Equipment Review**
   Someone from the NCLS Information Technology Department will, if necessary, visit the library to review the present equipment, equipment placement, and Internet capacity.

9. **Review**
   The Consultant will discuss the circulation system agreement with the Director and the Board, and confirm that all of the necessary steps above have been completed.

10. **The Signed Agreement**
    Two copies of this agreement are signed by the Board President and NCLS Director. The following sequence then takes place:
    a. The NCLS Business Manager submits an invoice to the library. NCLS must receive the start-up fee before ordering equipment and labels.
b. The NCLS IT Department orders the necessary equipment.
c. The Technical Services Dept orders the barcode labels.
   (Equipment and barcode labels will take six weeks to arrive.)
d. The Technical Services Manager enters policy information into the SIRSI system.
e. The NCLS Technical Services Manager assigns a person to help the library
   through the barcoding process and training is scheduled.
f. The equipment is delivered and installed.
g. Training commences and the barcoding/patron input process begins.

IV. COSTS

A. The Library agrees to pay NCLS a fee for online services. The annual fee will be
   $950 per year plus five cents per circulation. To aid the Library with budget
   projections, and in order to keep costs consistent throughout a year, the fee for
   circulation will be based on the Library’s circulation for the previous year.

   NCLS will invoice the library in April of each year. The fee may be paid annually or
   quarterly. The fee will commence six months from the date of installation. Any
   increase in the fee will be based upon the rise of actual costs and the library will be
   given a minimum of 90 days notice of increases.

   The fee will cover all necessary access to the central site hardware and specified
   software, telecommunications charges, installation of leased communication lines,
   central site maintenance and utility costs, central site upgrades to hardware and
   software, and central site paper, printed reports, backup tapes and other supplies
   necessary for the library's use of the SIRSI system.

B. The Library agrees to pay NCLS a one-time start-up fee of $3,000 to help defray
   equipment expenses and to contribute to the JAB Capital Fund for future system
   enhancements and upgrades. The start-up fee will be due when this contract is
   signed. The equipment provided will include two computers, two bar-code readers,
   one printer, communications equipment, and any central site equipment necessary for
   the installation. Patron bar-code labels and item bar-code labels will be included in
   the start-up fee up to an initial order of $1,500 for the aggregate of the two. The
   Library will be responsible to purchase any additional equipment or bar-code labels.
   The Library will be responsible for the maintenance and replacement of the
   computers, printers, barcode readers, and any peripherals attached to the computers or
   added to the network within the Library’s building. The equipment received as part
   of the start-up fee will be the property of the Library.

C. The following costs are not included in the annual fee or the start up fee as specified
   in Sections IV.A and IV.B. and the Library agrees to be responsible for them:

   1. Computers, bar-code readers, printers, and any other in-house equipment
      (exclusive of communications equipment) beyond the initial purchase of
      equipment included in the start up fee.
2. Fees for service contracts or extended warranties on equipment. Computers delivered as part of the start up fee will have a three or four year service contract with the manufacturer.

3. Item bar-code labels and patron bar-code labels, beyond those provided in the start-up fee.

4. The cost of collection labeling, and entering of patron data.

5. Any necessary site preparation such as running cables between the network equipment and the computers, and providing sufficient electrical service.

6. Any other equipment, activity or expense which is strictly local in nature, to include additional furniture, and costs of cables and connectors required to connect additional computers or printers to the communications equipment.

V. The NCLS Information Technology staff shall maintain best efforts to provide a consistently reliable system, and shall maintain best efforts to provide response time according to the Performance Warranties of the contract between NCLS and SIRSI. However, NCLS does not warrant or guarantee the operation or maintenance of the SIRSI system, and shall not be held liable for any damages, loss or delay resulting in or from any malfunction, act of God, or event beyond their control.

VI. AMENDMENTS
This agreement may be amended at any time provided that all parties to the agreement accept the proposed changes.

VII. TERMINATION
This agreement will commence on the date below and will continue in full force and effect thereafter. Any party shall have the right to terminate this agreement upon the provision of one-hundred eighty (180) days written notice to the other.

______________________________  _______________________
Stephen B. Bolton, Director, North Country Library System     Date

______________________________  _______________________
Board President, XXX Library     Date