Libraries of Middlesex Automation Consortium

Rules and Regulations

LMxAC is a group of libraries that have joined together for the purpose of sharing in the use of a library automation system, collections, group discounts, and other shared services. Full members of the Consortium will be those libraries in municipalities that have executed the LMxAC Member Library Contract. Other libraries may join as associate members.

I. MEMBERSHIP

There will be two classes of membership within the Consortium: full membership and associate membership. All members will be encouraged to participate in consortium activities.

The rights and obligations of each class of membership are as follows:

A. Full Membership

1. Full members may be the Middlesex County College Library and any public library that has signed the LMxAC Member Library Contract.

2. Full members have the right to use any or all of the library automation functions and other shared services provided by the consortium.

3. Full members will provide for the entry into the system of appropriate bibliographic records for items in their collections and for the entry of patron records for all registered patrons of their respective libraries.

4. Full members will provide for the continuing entry into the system of bibliographic records for items added to their collections and will delete those records which correspond to items withdrawn from the collections.

5. Full members will provide for the prompt addition, deletion, and maintenance of patron records.

6. Full members will pay an annual assessment as recommended by the Executive Board and approved by the general membership in October for the fiscal year beginning the following July. The annual cost will be based on the number of staff logins plus an annual circulation assessment for the costs associated with the operation of the central computer facility and associated telecommunication
costs. Additional fees may be levied if the member chooses to access, through the Consortium, other member services.

7. Full members will pay for the cost of computers and associated telecommunications equipment located in their respective libraries and for the maintenance costs associated with this equipment. Such purchase and maintenance costs may be covered by Consortium wide contracts; in such cases the libraries will pay the costs to the Consortium.

8. Full members will agree to respond to Interlibrary Loan requests and Patron Placed Holds from full member libraries served by the Consortium. Such response may be subject to individual library policies on duration of loan and the type of materials loaned.

9. The library director or the director's designee will represent the library in the Consortium for voting purposes.

**B. Associate Membership**

1. Associate members may receive a variety of auxiliary benefits from the Consortium by contracting with LMxAC on an annual basis. Associate members will not have a vote at consortium meetings. Associate member libraries do not participate in the online circulation system.

2. The Consortium will consider applications from any school, institutional or other non-public library for the provision of library services. Associate membership will also be available to former full members which have resigned their full membership in the Consortium and still desire services from the Consortium.

3. The basic associate member cost plus additional services available under contract will be contained in a specific Associate Membership contract reviewed and renewed annually by the Consortium and the contracting library. The contracts with Associate member libraries will be on an annual basis consistent with the Consortium's fiscal year.

4. Associate members will purchase their own computers and telecommunications equipment and will pay for the annual maintenance for this equipment. Such purchase and maintenance costs may be covered by Consortium wide contracts; in such case the libraries will pay the costs to the Consortium.
5. If Associate members wish to use the LMxAC bibliographic database for conversion and cataloging purposes, they will pay an annual fee determined by the consortium.

6. Associate members are not required to respond to Interlibrary Loan requests from libraries served by the Consortium or participate in reciprocal borrowing agreements. Such response may be subject to individual library policies.

C. Change in Class of Membership

1. Notification of an intention to upgrade status shall be presented to the Executive Board at least three months in advance of the effective date. The Executive Board shall consider such requests promptly and, if the consortium can accommodate the workload to be generated by a change in membership status, will approve the change. A timetable for conversion of records and circulating online will be agreed upon by the Executive Director and the member library.

To make a change from associate to full membership, the library will:

a. Pay an annual fee as calculated for full members. If the change to full membership is made after the beginning of the fiscal year, the annual fee for that year will be prorated based on the percentage of the year in which associate and full memberships were held respectively.

b. Purchase any additional computers, hardware or telecommunications equipment needed to accommodate the use of the additional systems functions that are then available.

d. Respond to Interlibrary Loan requests and Patron Placed Holds from full member libraries served by the Consortium. Such response may be subject to individual library policies on duration of loan and the type of materials loaned.

2. Notification of an intention to change from full to associate membership shall be made in writing by October 1 to be effective the following July 1. A library changing from full to associate membership will not be entitled to any return of membership fees or its contribution to the initial costs of the system.
D. New Members

An application for membership will be reviewed by the Executive Director and submitted for approval by the Executive Board.

2. Applicant members must present a fully executed copy of the LMxAC Member Library Contract in order to become a full member.

F. Duties of Membership

1. Each full member library, will agree to participate fully in the affairs of the Consortium. Associate members are welcomed to participate at General Membership Meetings. Primary representation of a library in the Consortium will be by the director or the director's designee, but it is acknowledged that other staff members may be called upon to participate. All library staff are encouraged to join LMxAC Committees and contribute towards achieving the goals of the consortium.

2. Member libraries will agree to abide by the Bylaws of the Consortium and by the Rules and Regulations of the Consortium as stated herein or as modified by a majority vote of the members of the Consortium.

3. Member libraries will make available their staff members as needed for training in the use of the system.

4. Member libraries will be prompt in the payment of fees and assessments levied by the Consortium.

G. Withdrawal From Membership

1. Any library either full or associate members, may withdraw from the Consortium by providing written notice to the Consortium by October 1 of any year with the withdrawal to be effective June 30 of the following year.

2. A library that withdraws from the consortium is responsible for payment of all fees and assessments for the Consortium's fiscal year in which the withdrawal occurs.

3. A full member library that withdraws from the Consortium may request that electronic records of all bibliographic and patron records be prepared for the library. Such copies will be provided for a fee to cover the cost of preparing the copies. Any record of the library's holdings and patrons will be removed from the central database at the discretion of the Consortium.

4. The further use of any telecommunication ports released by a withdrawing library will be at the discretion of the Consortium.

5. A withdrawing library may dispose of its computers, hardware, and telecommunications equipment as it sees fit.
II. DATABASES

A. Bibliographic Database

1. A central database of bibliographic records in MARC format will be maintained in the LMxAC database. Records for items owned or purchased by full member libraries will be included in the database.

2. The Consortium will provide a service to assist libraries in obtaining or creating bibliographic records for titles not found in the LMxAC database and for newly acquired items. Fees for such assistance may be assessed by the Executive Board.

3. Each full member library will be responsible for the prompt entry or deletion of titles acquired or withdrawn from the collection.

4. The LMxAC bibliographic databases will be considered the property of the Consortium. It cannot be shared without the consent of the majority of the membership.

5. Any full member library may request a copy of the bibliographic records corresponding to items in its collection. The copy will be provided for a fee to cover the cost of processing and the copy.

B. Patron Database

1. A central database containing appropriate records for all registered patrons of all full member libraries will be maintained.

2. Each full member library will be responsible for the entry of the patron records in a form to be determined by the Consortium and the specifications of the current automation system.

3. Each full member library will be responsible for the prompt entry of new patron records and the maintenance of existing patron records.

4. In accordance with reciprocal borrowing agreements, the central system will access patron records as needed to complete reciprocal borrowing transactions.

5. Each participating library has an obligation to protect the security of information in the patron database and to abide by the LMxAC Confidentiality of Library Records Policy.

6. Patron records may be adjusted by the automation system to reflect delinquent or non-delinquent status as determined by the policies of the library and the consortium.
III. ASSESSMENTS

A. Annual costs

1. Annual costs for full members will include all costs related to the operation of the central automation system and additional benefits provided to full and associate members. Annual costs will include, but not be limited to the following:
   - Hardware and software maintenance costs
   - Personnel
   - Insurance
   - Supplies
   - Telecommunications
   - Bibliographic maintenance
   - Professional fees
   - Rental and utilities for central site

2. Annual assessment for full and associate members will be set by vote of the membership.

3. A projected assessment or annual associate member fee for each subsequent fiscal year will be provided to each full and associate member not later than October 15 of the previous year.

4. Each full circulating member library will be billed for the cost of postage and forms for notices prepared and mailed from the central facility.

5. Each library will be responsible for the cost of maintaining computers, software, hardware, and telecommunications equipment installed in the library. These costs may be payable to the Consortium if they are covered under Consortium wide maintenance agreements.

6. The costs of any telecommunications lines linking full members to the central processor will be shared equitably among the members.

B. Upgrade Assessments

1. No upgrades of the central computer facility, costing in excess of $100,000, will be made without the approval of a majority of the full members of the Consortium. Upgrades costing less than $100,000 may be approved by the Executive Board if funds are available without additional assessment to full members.

2. If assessments are approved for the upgrade of the central computer facility, the costs will be shared equitably by full members of the Consortium, using a formula to be recommended by the Executive Board and approved by the membership.

Revision approved by the LMxAC Board October 27, 2016