

Memorandum of Participation in Minerva

I. Introduction and Definitions

Minerva is a consortium of libraries operating under the auspices of the Maine InfoNet Collaborative.

Minerva exists in order to support member libraries across Maine in providing their users with enhanced access through a shared system that enables an open exchange of resources from the combined collections of its members.

Additionally, the consortium provides opportunities to supplement traditional services through the use of group purchases and economies of scale.

Governance:

The Minerva Users Council is recognized by Maine InfoNet as a self-governing and self-regulating organization with the authority to establish by-laws for the Minerva consortium. The Minerva Users Council through action of the Minerva Executive Board is empowered to create, promulgate, and enforce its own internal policies, standards, and procedures to govern the collective delivery of services by its member libraries, as long as such policies, standards, and procedures comply with state law and regulations and overarching Maine InfoNet policies and goals.

Minerva System (System): The System is a shared integrated library system offering circulation, cataloging, public access catalog, acquisitions, and serials functionality and related enhancements. The software that underpins this System is licensed to the Maine InfoNet Collaborative.

Maine InfoNet (MIN): Maine InfoNet is a collaborative of academic, public, school, and special libraries that is supported by the Maine State Library and the University of Maine System. MIN supports the System and is governed by the Maine InfoNet Board of Directors.

MaineCat: MaineCat is a union of library catalogs and catalog systems that facilitates the sharing of library materials among diverse libraries throughout the state. MaineCat is managed by MIN.

II. Libraries that participate in Minerva understand that they will:

1. Maintain a commitment to local collection development as evidenced by maintenance of the library's acquisitions budget at or above the most recent 3-year acquisitions budget averages. Exceptions to this commitment must be approved by the Executive Board. Minerva resources cannot substitute for the building of a strong local collection.
2. Participate in Minerva through such committees and groups developed in accordance with its Bylaws.

3. Fully observe in local practice those standards, policies, and procedures (including the principle of open borrowing) relating to Minerva and MIN that have been established and approved by Minerva. Recognize that sanctions as spelled out in Minerva policies and procedures may be attached to the failure to do so.
4. Maintain all System data (including patron and collection information) in an accurate and timely manner and in accordance with accepted Minerva policies and procedures.
5. Participate in continuing training as required by Minerva policies and procedures.
6. Pay their Minerva membership fees when due and any one-time or ongoing costs incurred on their behalf, including but not limited to retrospective conversion, migration, or adding new and unique modules.
7. Participate in the Statewide Delivery Service at a minimum of two delivery days per week. Minerva pays for one day per week per library. Individual libraries are responsible for maintaining participation and paying for at least one additional day.
8. Maintain collection information in Minerva and MaineCat. Respond to Minerva and MaineCat interlibrary loan requests in accordance with Minerva and MIN guidelines and procedures.
9. Receive in standard format a data file containing copies of data records representing their collection, upon request and subject to the approval of the Minerva Executive Board. A fee for service may apply.
10. Provide advance written notice to the Minerva Executive Board prior to ceasing use of the Minerva system. MIN staff will manage the orderly discontinuation of participation. In order to assist all member libraries through long term budget cycles, however, financial relationships do not terminate immediately. There will be no rebate of previous payments covering the current support year. If notice was not given by at least December 31 prior to the beginning of the next support year, the library must also pay the assessment due for that year.

Please sign the attached memo and return to: Minerva Executive Board Secretary-
Susan M. Preece

director@topshamlibrary.org or

topshampubliclibrarydirector@gmail.com

Memorandum of Participation in Minerva:

Library Name: _____

- 1) **Current annual collection budget (all materials: books, DVD, etc.):**
\$ _____

- 2) **I/WE have read, understand and agree to the MOP and understand that failure to abide by the agreements will result in the revocation of services without refund by Minerva through Maine Infonet.**

- 3) **This agreement is renewable every 3 years by the signing of a new MOP.**

Authorized library signature: _____

Print name and title: _____

Please keep a copy of this contract with your official documentation information.

Memorandum of Participation accepted by the Minerva User's Council on Nov. 14, 2018

Contract date begins July 1, 2019

Minerva Executive Board Secretary