

# Automation Agreement | Mid-Hudson Library System

## AGREEMENT FOR AUTOMATED LIBRARY SERVICES

\_\_\_\_\_ (PARTICIPANT) enters into an agreement for the provision of automated library services through Innovative Interfaces Inc.'s library automation software and related electronic library services through the Mid-Hudson Library System (MID-HUDSON).

- I. MID-HUDSON OBLIGATIONS:** MID-HUDSON will maintain Central Site operations and connectivity to the Internet. In addition, MID-HUDSON agrees to:
- A. Assume the primary financial responsibility for the operation of the Central Site.
  - B. Establish and maintain equipment inventory, financial records and other supporting evidence in keeping with New York State auditing practices.
  - C. Invoice PARTICIPANT on a quarterly basis as set in Schedule A.
  - D. Obtain and maintain proper and sufficient insurance coverage on Central Site hardware and software.
  - E. Arrange and administer maintenance for Central Site hardware and software.
  - F. Research and be prepared to purchase supplies, equipment and services at the request of PARTICIPANTS desiring such service and where joint purchase by PARTICIPANTS results in savings or efficiency.
  - G. House needed spare equipment, including any equipment purchased collectively by the PARTICIPANTS.
  - H. Provide training and consultation to PARTICIPANT on the operation of PARTICIPANT Site.
  - I. Enter MARC cataloging to the System Database for new acquisitions on behalf of the MID-HUDSON member libraries.
  - J. MID-HUDSON will insure all Central Site duties are carried out.
  - K. Any automated library services provided will be in compliance with accepted library standards.

## II. PARTICIPANT OBLIGATIONS

- A. PARTICIPANT assumes the financial responsibility for its portion of its automated library services in accordance with a fee-for-service schedule, which is subject to change and negotiation as detailed in Schedule A.
- B. PARTICIPANT is responsible for the computer hardware at PARTICIPANT Site and also any telecommunications to reach the Central Site.
- C. PARTICIPANT agrees to pay for any contractual obligations, e.g., additional user licenses, with the Library Automation Vendor that PARTICIPANT chooses to add on its own beyond MID-HUDSON's obligations as agreed to in Schedule A.
- D. PARTICIPANT will enter or supply data for entry into the System Database of patron and bibliographic information. PARTICIPANT agrees to enter data only by properly trained personnel. MID-HUDSON reserves the right to correct, add, modify or delete bibliographic records and holdings information in keeping with professional standards and established procedures. PARTICIPANT warrants that the System Database is intended to hold all of the

PARTICIPANT's library materials and registered borrowers. PARTICIPANT will keep patron and item records current and edit and delete holdings as necessary.

- E. The Directors Association shall be responsible for establishing and updating operating rules and procedures for automated circulation and other related electronic library services.

**III. SCHEDULES:** This document includes an appendix of Schedules, which cover specific payment schedules or variables that are not readily fixed herein.

**IV. TERMINATION:** This Agreement is ongoing. It shall be effective from the date of signing by both parties and continues until terminated by one of the parties. Conditions for termination between MID-HUDSON and the PARTICIPANT are as follows:

A. Termination by MID-HUDSON: MID-HUDSON may terminate this agreement upon sixty (60) days written notice to PARTICIPANT if:

1. PARTICIPANT is more than two quarters in arrears on outstanding obligations owed MID-HUDSON;
2. PARTICIPANT breaches any material operating procedures or rules for participation and has failed to correct this situation after review and recommendation by Directors Association.
3. PARTICIPANT ceases to function as a chartered organization; or
4. PARTICIPANT has a receiver or similar officer appointed for it and not dismissed within ninety (90) calendar days.

B. Termination by PARTICIPANT: This Agreement may be terminated by PARTICIPANT by providing written notice to MID-HUDSON (6) six months prior to the anniversary date of Mid-Hudson's signing of the contract. Such termination shall not relieve PARTICIPANT from the obligation to complete payment of all outstanding obligations to MID-HUDSON.

C. Change of Vendors: This agreement is terminated if Innovative Interfaces Inc is no longer providing library automation software.

D. If Mid-Hudson ceases to exist, property of the system will be distributed as spelled out in any dissolution agreement.

**V. TITLE TO SYSTEM DATABASE:** The Bibliographic and Patron Data Base is understood to be the collective property of all MID-HUDSON members and affiliates. PARTICIPANT shall have the right to acquire a machine-readable copy of its own holdings in the database, including its title, item, current transactions and patron records, at its own expense. Requests for machine-readable copies of parts of the database other than PARTICIPANT'S own holdings must be made in writing including the intent of the use to MID-HUDSON and any affected participant for their approval

**VI. GRIEVANCE:** Any grievance with the administration of the automated system should be forwarded to the Mid-Hudson Library System Executive Director and the Chair of the Directors Association and will be addressed at the Director Association meeting. Participants shall attempt to negotiate problems or disputes arising from the operations of Automated Services, but in the event a resolution cannot be so achieved, the problems or disputes shall be arbitrated by the American Arbitration Association in accordance with its rules. The determination of the arbitrator shall be final and binding upon all parties.

## **VII. INDEMNIFICATION WAIVERS:**

**A. Liability:** PARTICIPANT agrees that in the absence of gross negligence on the part of MID-HUDSON, MID-HUDSON shall not be liable for failures, delays, inconveniences or otherwise relating to the operation of the Automated library services, or for errors in or incompleteness of data, reports, listings or otherwise provided by MID-HUDSON, or for its failure to perform any of the obligations of MID-HUDSON as provided in this Agreement. In the event that MID-

HUDSON is unsuccessfully sued by a PARTICIPANT upon the conditions above described, the PARTICIPANT(s) involved shall hold MID-HUDSON harmless and indemnify it for its reasonable attorneys' fees in defending itself in the litigation.

**VIII. APPLICABLE LAW:** The laws of the State of New York apply to the performance and interpretation of this Agreement. This agreement supercedes all previous agreements related to automated circulation.

**IX. SIGNATORS:** The undersigned hereby agree as stipulated above:

_____	_____		_____	_____
Board President, PARTICIPANT Library	Date		Board President, MID-HUDSON	Date

_____	_____		_____	_____
PARTICIPANT Library Director	Date		Mid-Hudson Executive Director	Date

## Interpretive Schedules

### Schedule A

#### OPERATIONS CHARGE:

#### MEMBER PAYMENTS

##### 1. Annual Maintenance Fees:

a. MHLS staff will calculate the individual charges for each PARTICIPANT.

1) Circulation Option: The computation is based on the previous year's annual report. For those libraries already online during the whole of that year, the baseline is the automated circulation figure at the rate of \$.03/circulation.

O R

2) Chartered Population Option: The computation is based on the total chartered population as indicated in the previous year's annual report @ the rate of \$.13/individual.

b. Simultaneous Users: Each library receives two simultaneous user licenses as part of this agreement. For each license the library requires beyond two, the library will pay \$200/year.

Increases to annual charges are spelled out in the contract with Innovative Interfaces as follows: Maintenance charges can be increased 3-5% or CPI in year four (2005), six (2008) and eight (2011). Other increases to the annual maintenance charges can occur if:

- a new module is purchased
- a change is agreed to by the Directors Association

#### Payment Schedule

Mid-Hudson will send the bills as part of an annual cycle beginning on or about April 30, July 31, and October 31 of the year with the final set sent on January 31 of the following year. Bills are due on receipt by the Participant. Participants need to inform Mid-Hudson Library System of the option they are choosing for that year by January 31 of the year.

---

### Schedule B

#### DEVELOPMENT FUND CHARGE

A Development fund charge will be established with a one year lead-time, if recommended by the Directors Association and approved by the Mid-Hudson Library System Board