

Automation Agreement | Mid-Hudson Library System (MHLS)

AGREEMENT FOR AUTOMATED LIBRARY SERVICES

_____ (PARTICIPANT LIBRARY) enters into an agreement for the provision of automated library services delivered through library automation software and related electronic library services selected by MHLS member libraries and MHLS, and provided by MHLS.

I. MHLS OBLIGATIONS: MHLS agrees to:

- A. Assume the primary financial and contractual responsibility for the operation of an Integrated Library System (ILS) and related electronic library services.
- B. Establish and maintain equipment inventory, financial records and other supporting evidence in keeping with New York State auditing practices.
- C. Invoice PARTICIPANT based on the annual member assessment adopted by the Directors Association.
- D. 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.
- E. House needed spare equipment, including any equipment purchased collectively by the PARTICIPANTS.
- F. Provide training and consultation to PARTICIPANT on the operation of PARTICIPANT Site.
- G. Enter cataloging records to the System Database for new acquisitions on behalf of the MHLS member libraries.
- H. MHLS will assist member libraries in complying with the MHLS Resource Sharing Standards, as approved by the Directors Association. MID-HUDSON will coordinate the implementation of the Procedures for Resource Sharing Standards Violation, as approved by the Directors Association.
- I. 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 the annual member assessment adopted by the Directors Association including Members Capital Fee.

- B. PARTICIPANT is responsible for the computer hardware at PARTICIPANT Site and network services for connecting to the ILS and related electronic library services.
- C. PARTICIPANT agrees to pay for any contractual obligations, e.g., additional user licenses that PARTICIPANT chooses to add on its own beyond MHLS's obligations.
- D. PARTICIPANT will enter or supply data for entry into the ILS database of patron and bibliographic information. PARTICIPANT agrees to enter data only by properly trained personnel. MHLS 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 ILS 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 holding as necessary.
- E. The Directors Association, in consultation with MHLS staff, shall be responsible for establishing and updating operating rules and procedures for automated circulation and other related electronic library services.
- F. PARTICIPANT will respond to MHLS requests for information via Action Memos.

III. TERMINATION: This Agreement is ongoing until terminated by one of the parties. Conditions for termination between MHLS and the PARTICIPANT are as follows:

- A. Termination by MHLS: MHLS may terminate this agreement upon sixty (60) days written notice to PARTICIPANT if:
 - 1. PARTICIPANT is more than two member assessment payments in arrears on outstanding obligations owed MHLS;
 - 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 MHLS (6) six months prior to the anniversary date of MHLS signing of the ILS contract. Such termination shall not relieve PARTICIPANT from the obligation to complete payment of all outstanding obligations to MHLS.
- C. Change of Vendors: This agreement is terminated if the ILS vendor selected by MHLS member libraries and MHLS is no longer providing library automation software.

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

- IV. TITLE TO SYSTEM DATABASE:** The ILS bibliographic and patron database is understood to be the collective property of all MHLS 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 MHLS and any affected participant for their approval.
- V. GRIEVANCE:** Any grievance with the administration of the ILS should be forwarded to the MHLS Executive Director and the Chair of the Directors Association and will be addressed at the Directors Association meeting. Participants shall attempt to negotiate problems or disputes arising from the operations of the ILS, 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.
- VI. INDEMNIFICATION WAIVERS:** Liability: PARTICIPANT agrees that in the absence of gross negligence on the part of MHLS, MHLS shall not be liable for failures, delays, inconveniences or otherwise relating to the operation of the ILS Automated library services, or for errors in or incompleteness of data, reports, listings or otherwise provided by MHLS, or for its failure to perform any of the obligations of MHLS as provided in this Agreement. In the event that MHLS is unsuccessfully sued by a PARTICIPANT upon the conditions above described, the PARTICIPANT(s) involved shall hold MHLS harmless and indemnify it for its reasonable attorneys' fees in defending itself in the litigation.
- VII. APPLICABLE LAW:** The laws of the State of New York apply to the performance and interpretation of this Agreement. This agreement supersedes all previous agreements related to automated circulation.
- VIII. RENEWING AGREEMENT & EFFECTIVE DATE:** By signing this document a PARTICIPANT LIBRARY is renewing their agreement for automated library services provided through the MHLS. This Agreement supersedes and replaces any previous version of this Agreement. This Agreement is in effect as of January 1, 2017, and remains in effect unless terminated by either party or superseded by a subsequent agreement. Any PARTICIPANT LIBRARY failing to sign this document by April 30, 2017, forfeits its automated library services provided through the Mid-Hudson Library System.
- IX. REVIEW OF AGREEMENT:** This Agreement will be reviewed triennially, or sooner if conditions warrant, by the Directors Association's System Services Advisory Committee (SSAC). The SSAC will report triennially, or sooner if conditions warrant, to the Directors Association on the SSAC review of the Agreement. Any recommended changes by the Directors Association to the Agreement will be forwarded by the Directors Association to MHLS Executive Director for consideration of and approval by the MHLS Board.

X. SIGNATORS: The undersigned hereby agree as stipulated above:

Board President

DATE

Library Director/Library Name

DATE

Board President, MHLS

DATE

Executive Director, MHLS

DATE

Approved by the MHLS Directors Association – October 6, 2016