

Path to System Membership Procedures

Step 1: Consultation with MHLS to review Path to Membership Process

MHLS staff and the members of the MHLS Board representing the county in which the library is located will meet with the board president and director of the library to review the process and answer any questions they may have.

Step 2: Provisional Membership

Provisional membership is granted once the MHLS Directors Association and MHLS Board reviews and approves the library's application presentation. The application presentation is a print document that demonstrates how the library is meeting the following criteria. Exhibits attached to the presentation should include adopted policies, program calendars, statistical reports from the library's ILS, and testimonials from community members and neighboring libraries who are supportive of the library's application.

Criteria:

- A. Provisional charter awarded by the New York State Board of Regents.
- B. Ability to meet and maintain minimum standards of service according to [Section 90.2 of the Regulations of the Commissioner of Education](#)¹ And the trustee education requirements as outlined in [New York State Education Law 260-d](#) added by Chapter 468 of the Laws of 2021.²
- C. Adoption of core policies which shall include those required by the New York State Library's Division of Library Development³ as well as Data Security, Customer Service, and Library Equipment Usage.
- D. Proof of viability to meet the needs of their chartered service area and patron demand over the course of at least one year of full-service offerings to the public. "Full-service" includes, but is not limited to:
 - a. Open hours as per minimum standards
 - b. Circulating physical collection that meets patron demand
 - c. Ebook and downloadable audiobook collection that meets patron demand
 - d. Public access technology including adequate broadband access
 - e. Programming that meets community needs
 - f. Reference services
- E. Commitment to meet the conditions of the [MHLS-Member Library Memorandum of Understanding \(MOU\)](#).
- F. Commitment to pay the Members Annual Assessment.⁴
- G. Commitment to contribute records and materials to the shared catalog in a compatible format (e.g. MARC, compatible barcodes)

Step 3: Three-Year Review

The review, conducted by MHLS Staff, the Directors Association's System Services Advisory Committee, and those MHLS Trustees representing the county the library is located within, would measure the library's viability based on the review application provided by the applying library which should address the three-year efforts related to items A-G above. Annual Progress Reports from the library to the System will be expected. System staff are available to consult on any aspect of the library's development at any time during this period and beyond.

Step 4: Full Membership Granted with the approval of the MHLS Directors Association and MHLS Board of Trustees.

¹ [Helpful Information for Meeting Minimum Public Library Standards](#), New York State Library

² [Trustee Education Requirements](#), New York State Library

³ [Library Policies](#), Helpful Information for Meeting Minimum Public Library Standards, New York State Library

⁴ For the three years of provisional membership a projected amount will be calculated based on averages of libraries serving similar chartered service populations.

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For libraries that do not yet have one year of full-service offerings, MHLS is willing to partner with the library over the course of a full-service year to help the library position themselves for a well-received application. This assistance can include:

- Access to the Training on Demand platform for a library's staff and board
- Access to scheduled continuing education and professional development opportunities on the MHLS calendar
- Custom training and consultation for the library's staff and board
- Ingestion of the library's catalog into the System Integrated Library Software (ILS) to help track usage and gauge patron demand for titles to aid the library in collection development and budgeting decisions.
- Creation of an OverDrive Advantage Account to demonstrate ability to follow recommendations from the Final Report of the Ad hoc OverDrive Committee.

Resources:

- Section 90.2 of the Regulations of the Commissioner of Education:
[https://govt.westlaw.com/nycrr/Document/I36517e98c22211ddb29d8bee567fca9f?viewType=FullText&originContext=documenttoc&transitionType=CategoryPageItem&contextData=\(sc.Default\)&bhcp=1](https://govt.westlaw.com/nycrr/Document/I36517e98c22211ddb29d8bee567fca9f?viewType=FullText&originContext=documenttoc&transitionType=CategoryPageItem&contextData=(sc.Default)&bhcp=1)
- Helpful Information for Meeting Minimum Public Library Standards, New York State Library:
<https://nyslibrary.libguides.com/publiclibrarystandards>
- Library Policies, Helpful Information for Meeting Minimum Public Library Standards, New York State Library:
<https://nyslibrary.libguides.com/publiclibrarystandards/policies>
- New York State Education Law 260-d: <https://www.nysenate.gov/legislation/laws/EDN/260-D>
- Trustee Education Requirements, New York State Library:
<https://www.nysl.nysed.gov/libdev/trustees/education.htm>
- Mid-Hudson Library System: <https://midhudson.org/>
At this site you can access the calendar of workshops and webinars; sample policies; the director and trustee handbooks and many more resources helpful to the development of a library.
- MHLS-Member Library Memo of Understanding: https://midhudson.org/wp-content/uploads/2024/05/Memo-of-Understanding_2024_final.pdf

Approved by the MHLS Directors Association June 11, 2024

Adopted by the MHLS Board of Trustees July 17, 2024