Agreement between the Mohawk Valley Library System (MVLS) and the Southern
Adirondack Library System (SALS) Joint Automation Project
and the _____

The Mohawk Valley Library System and the Southern Adirondack Library System have
jointly provided integrated automation services to their member libraries since 1983
through the MVLS/SALS Joint Automation Project. The Agreement between the two
systems articulates the vision and mission of the Project, stating:

VISION: We will achieve excellence in library and informational services in the
communities of the eight counties through the use of technology.

MISSION: MVLS and SALS will collaboratively support and provide access to an
integrated automated library system through a joint automation project. We will respond
to and assist member libraries with technical support, training and resources by utilizing
current and emerging technologies.

The Joint Automation Council was established in 2003 by the two library system boards
to "initiate policies and decisions regarding library automation services to the member
libraries, recommend policy and advise the two System Boards on issues related to the
provision of library automation services including funding".

The Joint Automation Council is a group of representatives from the member libraries
and two systems and an 'unaffiliated' party. Libraries are encouraged to participate in the
council and in its committees and users groups. A consortium requires involvement of
all members so that common policies can be formed, local needs understood,
appropriate budgets developed, and shared decision making occur.

The _____understands that the MVLS/SALS Joint Automation Project is
a cooperative project, sharing resources over the eight counties served by the two library
systems and will work collaboratively with other member libraries, the Joint Automation
Council, Joint Automation Staff and system staff to insure the efficient operation and
security of the automated system for all participants.

With a shared patron database, each library is expected to enforce confidentiality laws
and policies to insure that all personal information including borrowing, requests, and
information searches remain private. The Joint Automation Project takes very seriously
its responsibility to respect the privacy of every user and expects libraries to enact
appropriate local policies, procedures, and necessary training to protect confidentiality.

Joint Automation Staff is the sole administrator of the Central Site Hardware and
Software and network hardware and software. Joint Automation Staff is the designated
official contact with Polaris Library Systems, Innovative Interfaces (III), our current
automation provider.

To facilitate the use of the automated system by the member libraries of the Mohawk
Valley Library System and the Southern Adirondack Library System, the Joint
Automation Project provides automation services and support including, but not limited
to:
- Provision of an online catalog, circulation, acquisitions, cataloging, and other
  functionality necessary to support library services

- Development, improvement and support of a wide area network connecting libraries to the JA network
- Security measures including appropriate firewalls to protect the JA network
- Payment of telecommunication fees to provide staff connectivity to the ILS
- Full technical support of the network
- Support of member library automation needs during library hours and emergency support as needed
- Support of member library computers purchased through JA or with JA approval, including troubleshooting problems
- Loan of equipment for staff computers
- Hardware support for member library computer equipment including peripherals such as keyboards, barcode readers, and printers
- Hardware support for library local area networks
- Maintenance of appropriate files, reports, and other Polaris software applications responsive to member library needs
- User accounts on the Polaris System
- Email accounts for library staff
- A Joint Automation Intranet providing information and support documentation about the automation system and services
- Coordinated purchase of computer equipment, peripherals, bar codes and other associated items
- Assistance with access to databases, if needed
- Consultation services on member library technology needs including wireless initiatives, local area networks, etc.

The provision of these and other services is funded through State Aid and system funds received by the Mohawk Valley Library System and the Southern Adirondack Library System and by fees paid by member libraries. Grant funds are also pursued for specific automation activities.

Project budgets and member library fees are determined by a structure approved by the Joint Automation Council and the MVLS and SALS Boards of Trustees. Member libraries are billed on a monthly basis. Changes in the fee structure are announced by the Joint Automation Council and the two System Directors no later than March 1 of the year preceding any change.   Any changes become effective with the January billing (sent in February). Fees paid by the library to the MVLS/SALS Joint Automation Project represent resources used by that library and do not represent a financial equity in the system.

Library Responsibilities:
- Act in conformity with applicable New York State Law and Regulations of the Commissioner of Education
- Develop, approve and enforce a confidentiality policy that protects the privacy of all library users. All staff and volunteers will need to sign a JA security policy.
- Abide by the approved policies of the Joint Automation Project.
- Follow system conventions for the entry of patron and item information into the shared database
- Notify Joint Automation staff of problems with network performance or connectivity as soon as possible after the problem is experienced

- Notify Joint Automation staff to report equipment or software problems
- Provide training to library staff that explains the Joint Automation Project and the needs for appropriate security of database records, transactions, and public and staff computers. The library staff member providing this training must have been trained by JA staff or the System trainers.
- Notify the Joint Automation staff of impending building or other facility changes or plans that will impact the provision of automated services
- Notify the Joint Automation staff of staff changes
- Pay fees and charges as expeditiously as possible
- Provide a contact person for the library in the event of network problems occurring during library closed hours

This agreement may be terminated by mutual agreement of the parties or a library may choose to withdraw from the Joint Automation Project with 180 days (6 months) notification to both the Joint Automation Council and to the appropriate System Director.

In the event of withdrawal from the Joint Automation Project, the library is entitled to an electronic file(s) of patrons who reside in the chartered area, bibliographic records and item records. These files will be provided by Joint Automation staff in standard format at no charge to the library. Should the library require custom programming of these files, the Joint Automation Council shall determine an equitable charge for this processing. No portion of fees paid will be refunded if a library opts out of the project.

For the _____

_____   Date:_____
Board of Trustee President

_____   Date:_____
MVLS Board President
    (   )

_____   Date:_____
SALS Board President
    (   )