

Obligations of Membership in the NEOS Library Consortium

May 2018

As a condition of membership in the NEOS Library Consortium, all member libraries will:

General Obligations

- Embrace the vision, mission and values of NEOS.
- Comply with all NEOS policies, standards, processes and requirements, as well as the Memorandum of Understanding and the Integrated Library System Services Agreement.
- Participate in the work of the Consortium, including participating in all appropriate standing committees and other working groups at a level commensurate with activity level and size of the institution.

Technology

- Share the Integrated Library System, including the following provisions:
 - Fully implement, at a minimum, the Circulation and Cataloguing functions.
 - Comply with all technological requirements determined by the Consortium and the University of Alberta.

Collections

- Provide a library collection that serves local needs and adds value to the consortium through resource sharing.
- Acknowledge that best practices are to catalogue all physical and electronic resources in the shared library system.

Access

- Participate in NEOS Connect, the NEOS document delivery system, and provide priority document delivery services according to NEOS policies and procedures.
- Provide physical access to the library's collections for clients of other NEOS libraries, and ensure that information on how to obtain access is available via the library's website.
- Provide on-site access to electronic resources unless specifically forbidden by license agreements. When negotiating licenses, ensure that there are rights for on-site access and interlibrary loan where the vendor will entertain these provisions.

Staffing

- Ensure that adequate staff with appropriate library and technical expertise are available to meet the consortial membership obligations.

Finances

- Ensure that financial obligations to the Consortium are met.