

MARMOT LIBRARY NETWORK

MEMBERSHIP POLICY

ABOUT MARMOT

Based in western Colorado, Marmot Library Network hosts an integrated library system, maintains a union catalog of 1.4m titles, and provides related services for 22 public, academic, and school libraries. Marmot member libraries share an online catalog and offer patrons direct access to resource sharing. Members share electronic book collections and are eligible for Prospector membership through Marmot.

Marmot is driven by a need to share the costs of a stable and functioning ILS. Efficient resource sharing is an added motivation for membership. Resource sharing service is closely integrated with a statewide courier system.

GOVERNANCE STRUCTURE

Marmot Council

The Marmot Council meets annually in the spring. Each library agency annually contracting with Marmot Library Network for membership appoints one representative to serve on the Marmot Council. The responsibilities of the Marmot Council are:

1. election of the Executive Board
2. approval of amendments to the Articles of Incorporation and Bylaws of the Corporation
3. dissolution of the Corporation
4. advisory role with respect to any other business affairs of the Corporation at the request of the Executive Board.

Executive Board

Five members of the Marmot Council are elected to the Executive Board for 2 year terms by the Marmot Council membership. Members include one representative from Public Libraries Group, one representative from Academic Libraries Group, one representative from School Libraries Group and two Representatives at Large. The Executive Board meets quarterly. The primary responsibilities of the Executive Board are:

- election and replacement of Executive Board Officers
- approval of the annual budget
- approval of all contracts that include expenditures of \$50,000 or more annually.
- approval of the membership fee structure and all contracts with members and associate members of the Corporation
- approval of the employee handbook
- approval of the Corporation's financial, investment and other policies
- designation of authorized signatories on corporate accounts
- employment of the Executive Director
- recommendation of amendments to the Articles of Incorporation and the Bylaws

Officers, Directors and Employees are required to sign a conflict of interest disclosure statement.

Task Forces and Committees

Marmot Library Network members comprise various committees and taskforces to oversee the work of the consortium, research various opportunities, set standards and reach consensus on the work of the consortium. The President of the Executive Board appoints committees, committee members, and terms of the committee.

MEMBERSHIP ELIGIBILITY

Marmot welcomes as full members libraries eager to share resources, maintain a high-quality union catalog, and foster innovation. Marmot membership is of good value to medium sized libraries looking for an innovative ILS solution. Although the primary focus of Marmot is in Colorado, the Marmot Board is willing to review applications for membership from all types of libraries in all geographic settings whose infrastructure will allow full participation in resource sharing.

BENEFITS OF FULL MEMBERSHIP

- Shared online catalog maintenance and development
- Hardware/ software support
- Mobile app development
- Prospector membership (optional for new members). Marmot membership does not require Prospector membership, but Marmot is the most affordable on-ramp to Prospector for medium-size libraries.
- Overdrive electronic book shared collection
- Innovations research
- Collaborative purchases of library-related technology
- Technology training
- Annual Marmot Users Group (MUG) conference

ASSOCIATE MEMBERSHIP

Associate member libraries purchase Marmot services that may be offered a la carte. In general, use of the ILS circulation module would require full membership while an arrangement to load holdings to the union catalog to support regional discovery of library materials would only require associate membership. Associate members are non-voting members.

COST OF MEMBERSHIP

Quotes are available upon request.

MEMBERSHIP AGREEMENT

Members enter into annual agreements prepared by Marmot that are specific to each organization.

TERMS OF MEMBERSHIP

Membership Year

Membership in Marmot is by calendar year or member fiscal year.

Renewals

For members with Jan-Dec fiscal years, annual membership agreement renewals are distributed by September 1 of each year; and renewals must be received by September 30. For members with Jul-Jun fiscal years, annual membership agreement renewals are distributed by March 1; and renewals must be received by March 31.

Cancellation of Membership

Written notice of cancellation must be received 90 days before expiration of current contract.

MEMBERSHIP RESPONSIBILITIES

- Library Directors or a designated representative of each library are expected to attend the annual Council meeting held in May.
- Governance of Marmot is by the members. Therefore, members are expected to participate in taskforces and committees.
- Catalogers in member libraries are obliged to follow the rules stated in the “Marmot Cataloging Standards” document in order to prevent or eliminate duplicate records in the union catalog and maintain a high-quality bibliographic database. Marmot assists in this effort by managing bibliographic loaders and employing part-time help to keep the database clean.
- Members are expected to adhere to all member policies and best practices.

CONTACT

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