

**SENYLRC BYLAWS
APPENDIX A**

REQUIREMENTS/SERVICE CRITERIA FOR GOVERNING MEMBERSHIP

SOUTHEASTERN NEW YORK LIBRARY RESOURCES COUNCIL

Criteria for membership in SENYLRC as a GOVERNING Member

Library's Purpose

The primary purpose of a member library is to serve the research and informational needs of its clientele.

Access to Collections

The member library is willing and capable of providing services (e.g., research services, collection access and document delivery) to other members; it must also have a means to receive those services. The member library must utilize a remotely-accessible catalog or discovery tool (e.g., a database, bibliography or other finding aid) to enable other institutions to identify what is held in its collection(s). If the library does not currently have an online catalog or discovery tool for its collection(s), it should present to the SENYLRC Board of Trustees a written plan and timeline for the implementation of such a tool. The member library must be willing to provide access to materials in its collection(s), to the general public served by SENYLRC's member libraries and cultural heritage institutions. This access can be provided through interlibrary loan, electronically, and/or on-site. If appropriate, the member library is encouraged to contribute digitized items from their collection of historic or heritage items to the regional Hudson River Valley Heritage digital repository.

Adequate Collection Level

The member library maintains a collection (printed or electronic) to adequately address the information needs of its clientele.

Professional Staff

The member library is staffed on-site by a professional(s) who has a master's degree in library and information science to provide adequate information services. Hospital libraries, as defined in NYS Law and Commissioner's Regulations, may be served by a professional with an appropriate master's degree in library and information science who is associated with another hospital library or library system, including SENYLRC.

Internet Access

The member library has internet/web access.

Contact Person

The member library must designate a contact person to be responsible for implementing and coordinating SENYLRC-related procedures, practices and policies.

Regional ILL Code

If participating in interlibrary loan, the member library must abide by the regional interlibrary code.

Statistics

The member library must keep statistics required by SENYLRC in support of specific programs.

Collection Access Policy

The member library must have a written, up-to-date collection access policy and must provide a copy to SENYLRC at the time of membership application and any time at the request of SENYLRC.

Libraries that must be Governing Members

Certain libraries are required by NYS Education Commissioner's Regulations to be Governing members of the Council. These include public library systems and libraries that are direct or indirect recipients of targeted annual state aid through SENYLRC (e.g. academic libraries through the Coordinated Collection Development Aid program and hospital libraries through the Hospital Library Services Program).

SENYLRC shall include all public library systems which provide service within the area served by the system and which have applied for membership and all school library systems some part of which falls within the area served by SENYLRC and which have applied for membership. (Commissioner's Regulations 90.5 (b) (1)). The collection access criteria do not apply to library systems as governing members of SENYLRC.

Eligible Services

All libraries in the governing membership category are eligible to participate in the suite of SENYLRC services. Governing member library personnel are eligible to serve on the SENYLRC Board and Council committees. If fees are associated with SENYLRC services, governing member libraries are guaranteed the lowest service fee.

Compliance Review

At the discretion of the Board of Trustees, there may be a review of member libraries for compliance with these criteria.

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