

**SENYLRC BYLAWS
APPENDIX A**

**REQUIREMENTS/SERVICE CRITERIA FOR MEMBERSHIP
SOUTHEASTERN NEW YORK LIBRARY RESOURCES COUNCIL**

INTERLIBRARY LOAN

~~Member libraries will provide access to their monographs, serials and government documents and other formats through interlibrary loan to other member libraries of Southeastern, the Mid-Hudson and Ramapo-Catskill public library systems, and the Rockland, Orange-Ulster, Sullivan, Ulster, and Dutchess school library systems at no charge, subject to the same restrictions applied to regular library use policy.~~

ACCESSIBILITY

~~Subject to local library policy, materials not accessible through interlibrary loan may be available for on-site use.~~

PROCESSING OF INTERLIBRARY LOANS

~~Members will process interlibrary loan requests in a timely manner for and from other members of the Council and their affiliated libraries.~~

ALA/REGIONAL INTERLIBRARY LOAN CODE

~~Member libraries will adopt and adhere to the provisions of the current Southeastern regional interlibrary loan code and procedures~~

STATISTICS

~~Members will keep statistics that are required by the Council in support of specific programs.~~

CONTACT PERSON

~~Member libraries will designate a contact person to be responsible for implementing and coordinating Council-related procedures, practices and policies.~~

BIBLIOGRAPHIC INFORMATION ON COLLECTIONS

~~Member libraries are responsible for payment of SENYLRC dues within 30 days after invoice.~~

[Criteria for membership in SENYLRC as a GOVERNING Member](#)

Institution's Purpose

The primary purpose of the organization is to serve the research (scholarly, technical or medical) needs of the users of the library.

Access to Collections

The organization offers the ability for other institutions to search their library or archival collections. The organization must also be willing to provide access to materials in their collection to the patrons of other libraries and cultural heritage institutions in the region either through interlibrary loan or on-site access; and/or if appropriate, is willing 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 organization has a collection (printed or electronic) of sufficient level to address the information needs of their research and professional clientele

Professional Staff

The organization is staffed by a professional(s) who has an appropriate MLS or related degree to provide adequate information services

Internet Access

The organization has internet/web access

In addition:

Organizations that must be Governing Members

Libraries required by Commissioner's regulations to be Council members shall be governing members only, i.e. Public and school library systems, and 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).

Recipient of SENYLRC Services and Cost Value

If an organization satisfies the above criteria and annually receives at least \$300 in Council services, such an organization must be a governing member.

Changing from Affiliate Membership to Governing Membership

If one or more of these requirements are lacking, such organization may be considered for affiliate membership. At any point thereafter when the lacking criteria have been met, the organization may re-apply for governing membership.

Eligible Services

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

Criteria for membership in SENYLRC as an AFFILIATE Member

Libraries and cultural heritage organizations that are not eligible for membership in the governing member category may join SENYLRC as affiliate members.

Eligibility requirements for affiliate membership:

Collection

The organization must have a library or archive collection.

Resource Sharing

The organization is encouraged, but not required, to loan via ILL or provide on-site access to their collection.

Contribution to the Digital Repository

The organization must be willing to contribute digitized items from its collection depicting historic or heritage items to the Hudson River Valley Heritage regional digital repository.

Staffing

The organization must have personnel identified and trained to provide information service, although not necessarily a degreed professional

Internet Access

The organization is encouraged to have internet access, but not required

Voting and Committee Privileges

As an affiliate member the organization does not have a vote on SENYLRC policy direction nor have staff elected to the Board of Trustees. However staff from an affiliate member may serve on Council committees.

Service Participation

As an affiliate member the organization is eligible to participate in the suite of SENYLRC services but at a higher service fee level than governing members.

Conditions of Membership

All SENYLRC member organizations -- governing and affiliate --must abide by the following terms:

Contact Person

Designate a contact person to be responsible for implementing and coordinating Council-related procedures, practices and policies.

Regional ILL Code

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

Statistics

Keep statistics required by the Council in support of specific programs.

Collection Access Policy

Provide the Council with the organization's collection access policy.

Revised: June 1994

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