Southeastern NY Library Resources Council
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Membership Criteria and Requirements

Libraries, library systems, institutions with library or archival holdings, and individuals who want to take advantage of the programs and services of the Southeastern NY Library Resources Council can apply to become council members. Southeastern membership is open to all types of libraries and cultural heritage institutions and individuals in the eight-county area served by the council. The criteria and requirements for each membership type are outlined below.

Governing Membership

Organizations that serve a research community and meet the regulations of the Commissioner of Education section 90.5 are eligible for governing membership: libraries of institutions of higher education, central libraries or public libraries, school libraries, special libraries, for-profit and non-profit organizations. Hospital libraries are eligible for membership if they meet the standards established under Education Law, section 272. Public and school library systems that meet the current SED standards including New York State Education Law and Commissioner's Regulations are eligible for membership.

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

Governing Members have one vote on council issues at the annual meeting and are eligible to serve if elected to the Board of Trustees. Individual public and school libraries that are members of a school or public library system are considered an affiliate and their employees are eligible for certain Southeastern benefits under this category but concede their voting rights to the system headquarters.

A Governing Member, or an organization applying for governing membership, is required to demonstrate a) how its membership will improve the library resources presently available to the research community within Southeastern's service area; and b) how its membership will improve reference and research services to the applicant's community. Governing Members must agree to and comply with the following criteria and requirements. At the discretion of the Board of Trustees, there may be a review of member libraries for compliance with these criteria.

Criteria for membership in Southeastern as a Governing Member:

1. The member library has as its primary purpose to serve the research and informational needs of its community.

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

3. The member library is both 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.
   a. The member library must utilize an online 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 Southeastern Board of Trustees a written plan and timeline for the implementation of such a tool.
   b. The member library must be willing to provide access to materials in its collection(s) to the general public served by Southeastern'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 finding aids or digitized items from their collection of historic or heritage items to regional repostoires, like New York Heritage.
4. The member library is staffed by a professional who has a master's degree in library and information science or a professional with a related degree 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 Southeastern.
5. The member library must designate a contact person to be responsible for implementing and coordinating Southeastern provided programs and services.
6. The member library has internet/web access.
7. If participating in interlibrary loan, the member library must abide by the regional interlibrary code.
8. The member library must keep statistics required by Southeastern in support of specific programs.
9. The member library must have a written, up-to-date collection access policy and must provide a copy to Southeastern at the time of membership application and any time at the request of Southeastern.
10. Pay the appropriate dues, and services fees as applicable.

Hudson River Valley Heritage (HRVH) Membership

HRVH membership is appropriate for organizations such as public libraries, school libraries, archives, museums, or historical societies that wish to contribute digital content to the digitization services and repositories offered by Southeastern.

HRVH members are not eligible to vote at the annual meeting, but are eligible to have one person from this membership type represent the cultural heritage community if elected to the Board of Trustees.

HRVH Members need to meet certain criteria including but not limited to:

1. Commit to digitizing collections and adding them to a digitization services and repositories offered by Southeastern.
2. Pay the appropriate dues, and services fees as applicable.

Membership Benefits

Southeastern works on behalf of over 100 member institutions (see
http://www.Southeastern.org/member_directory) comprised of public, school, academic, hospital, special

libraries as well as archives and cultural heritage institutions in the eight counties of Columbia, Dutchess, Greene, Orange, Putnam, Rockland, Sullivan, and Ulster to provide the following member benefits:

Membership Benefits	Governing	*Members of school and public library systems	HRVH
Advocacy	✓	✓	✓
Ask the Lawyer/Ask the Archivist	✓	✓	✓
Coordinated Collection Development Aid (CCDA) (Academic only)	✓		
Committee Participation	✓	✓	✓
Digital Dark Archive Storage Service	✓		✓
Digitization (HRVH.org/New York Heritage/Historical Newspapers/Online Exhibits)	✓		✓
Board of Trustees Eligibility	✓		✓
Catalog for Special Libraries	✓		✓
Empire Library Delivery (ELD)	✓		
Hospital Library Services Program (Hospital only)	✓		
Medical Information Services Program	✓	✓	
Networking opportunities (SIGs)	✓	✓	✓
On-Demand Learning	✓		✓
Regional Library News	✓	✓	✓
Resource Sharing Services (OCLC referrals)	✓		
Southeastern Access to Libraries (SEAL)	✓	✓	
Tech-Talk	✓	✓	
Twila Snead Award Nomination Eligibility	✓	✓	✓
Vendor Discounts	✓		
Member Voting Rights	✓		
Vital Staffing (HLSP only)	✓		
Website Hosting (HLSP and Special Libraries only)	✓		

* Individual public and school libraries that are members of a school or public library system are considered an affiliate and their employees are eligible for certain Southeastern benefits under this category.

Membership Dues and Service Fees

Governing and HRVH membership dues are based on library/institution type and services provided by the council to members. Membership dues are invoiced annually, based on our fiscal year (July 1 – June 30). The dues on the chart below were approved by the Board of Trustees on March 18, 2021 and include a 2% increase annually.

Membership Dues

Membership Type	2021/2022	2022/2023	2023/2024	2024/2025	2025/2026
GOVERNING Membership Dues					
Academic Library	$677	$690	$704	$718	$732
Cultural Heritage Institution	$369	$376	$384	$392	$399
Hospital/Medical Library	$677	$690	$704	$718	$732
Public Library	$677	$690	$704	$718	$732
Public Library System	$677	$690	$704	$718	$732
School Library	$369	$376	$384	$392	$399
School Library System	$369	$376	$384	$392	$399
Special Library	$369	$376	$384	$392	$399
Theological Library	$677	$690	$704	$718	$732

HRVH Membership Dues	2021/2022	2022/2023	2023/2024	2024/2025	2025/2026
Cultural Heritage Institution	$245	$250	$255	$260	$265
Public Library	$245	$250	$255	$260	$265
School Library	$245	$250	$255	$260	$265
Special Library	$245	$250	$255	$260	$265

Certain Governing Members receive additional services:
- Academic Libraries: CCDA grants if eligible, ESLN services like Empire Library Delivery, and networking opportunities designed for librarians at academic libraries.
- Hospital/Medical Libraries: Hospital Library Services Program grants and librarian consultation. Website hosting including authentication, resource cataloging, and security.
- Public Library Systems: their members are considered an affiliate and are eligible for some Southeastern benefits including ESLN services like Empire Library Delivery.
- School Library Systems: their members are considered an affiliate and are eligible for some Southeastern benefits.

Service Fees

Members, and members of library systems, pay the same rate for all eligible programs and services, including professional development programs. Service fees are invoiced on an annual basis.

Resource Sharing Services: OCLC WorldShare referrals for Governing Members

Number Of Referrals	Cost
1-25 referrals	Free
26+ referrals	$10/per request*

*Fees for hospitals covered by HLSP grant

Special Library Catalog

Hosting Fee for the Special Library Catalog based on the collection size

Number of Records	Cost
<1,000	$300
1,001 - 15,000	$800
15,001 - 45,000	$1500
over 45,000	Call for quote

The start-up fee for a new KOHA ILS is $500

The MARC Export Fee is $200

Hospital Fees

Professional services fee for managing hospital library authentication service tools

Membership Type	Cost
Hospital / Medical Library	$500

Professional services fee for managing hospital library holdings and website

Hospital size	Cost
Tier 1: ≤ 150 beds	$525
Tier 2: > 150	$960

VITAL Staffing Service

Vital Staffing: a contract for librarian services available to hospital libraries. $90/hour

Hudson River Valley Heritage

HRVH Start-up Fee $500

HRVH Service/Hosting Fees (based on the number of items)

Number of items	Costs
1 -250 items	$50
251-1,000 items	$150
1,001-5,000 items	$250
5,001-10,000 items	$350
10,001+ items	$450

Digital Dark Archive Service

Costs by Content Type

a. HRVH content
Members may deposit up to 500 GB of HRVH content for no additional annual fees.

If Member's total HRVH files exceed 500 GB, additional storage through the Service can be obtained at the following annual rates:

Size	Cost
<99GB	$100
100GB-199GB	$200
200GB-299GB	$300
300GB-399GB	$400
400GB-499GB	$500
>500GB	Call for quote

b. Other content
If Member wishes to store other digital assets in the Digital Dark Archive, Member may do so at these annual rates:

Size	Cost
<99GB	$100
100GB-199GB	$200
200GB-299GB	$300
300GB-399GB	$400
400GB-499GB	$500
>500GB	Call for quote

Members will be invoiced annually. If a Member starts mid-year, the annual amount will prorated monthly.

Upload fee: If Member doesn't have the bandwidth to upload files directly to the Digital Dark Archive server, a hard drive can be delivered to Southeastern and Southeastern staff will perform the upload for a fee of $50 per upload ("Upload Service").

Electronic Resources

A 3% service fee is applied to any electronic resource subscriptions invoiced through Southeastern.

Membership Applications

The following membership applications are available on the Southeastern website at:
http://www.Southeastern.org/membership

Application for Governing Membership
Application for HRVH Membership

Board of Trustees approved May 18, 2017
Updated June 4, 2018
Revised April 18, 2019
Revised March 18, 2021
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Revised January 18, 2024
Revised May 16, 2024