

Georgia Library Public Information Network for Electronic Services (PINES) Intent to Participate Agreement

I. Purpose

This Intent to Participate Agreement outlines the initial agreements that form the basis for a library system's (the "Library System") membership in Georgia Library Public Information Network for Electronic Services (PINES).

II. Mission

The purpose of the Georgia Library Public Information Network for Electronic Services is to provide the State's citizens with free and reliable access to Georgia public library collections and information through an Internet-based multi-system union catalog.

III. Membership

While individual library systems retain autonomy over their own operations, participation in PINES requires collaboration in developing certain common policies and shared decision making. Membership in PINES represents the expectation of active and continuing participation by each member library system. As a consideration for acceptance and continuation of membership in PINES, the designated Library System agrees to abide by the following terms and conditions:

- (1) Accept and follow the Bylaws of PINES.
- (2) Successfully implement and meet the Goals of PINES.
- (3) Abide by the PINES Code of Ethics.
- (4) Accept and comply with the provisions of contractual agreements made by the Georgia Public Library Service, a program of the Board of Regents of the University System of Georgia (the BOR/GPLS) on behalf of member libraries and to accept responsibility for the acts of its own employees related to these matters.
- (5) Become a member of the Georgia Library PINES Users Council (the Council), represented by the Library Director or designee.
- (6) Conform to established policies, procedures, protocols, and regulations developed and agreed to by the Council, the Executive Committee, or BOR/GPLS.
- (7) Ensure library staff participation at all appropriate training and continuing education programs.
- (8) Participate in the electronic and physical delivery of services as defined by the Council, the Executive Committee or BOR/GPLS.
- (9) Maintain standards and practices of collection development and not reduce acquisitions by reliance upon the collections of other participating PINES libraries.
- (10) Refrain from internal library policy changes that would adversely affect other participating PINES libraries.

- (11) Designate a representative to serve as the Library System's PINES liaison who shall communicate with the BOR/GPLs staff on implementation and operations.
- (12) Regularly participate with the Council, the Executive Committee, or BOR/GPLs in review of operations of PINES on a frequent basis and participate in joint development of plans.
- (13) Participate in the activities of the Council by providing staff representation and service to various committees, task forces, and forums sponsored by the Council, the Executive Committee or BOR/GPLs.
- (14) Develop and adhere to a weed (purge) plan prior to retrospective conversion and request a waiver for any items that are kept and not entered into the database.

After becoming participating active members in PINES, agree to abide by the following terms and conditions in addition to the terms and conditions listed above:

- (15) Input, maintain, and share bibliographic records according to the standards developed and agreed to by the Council, the Executive Committee or BOR/GPLs.
- (16) Enter its retrospective bibliographic holdings within one year of going live and input newly acquired titles on a continual basis, according to the standards developed and agreed to by the Council, the Executive Committee or the BOR/GPLs.
- (17) Input, maintain, share, and keep confidential patron records according to the standards developed and agreed to by the Council, the Executive Committee or the BOR/GPLs.
- (18) Lend library materials to patrons of all participating libraries without charge.
- (19) Connect to the network only Y2K compliant equipment that is compatible with PINES.
- (20) Restrict the creation of data records and operations of the Library System to authorized, trained staff.
- (21) Process inter-library requests and transactions within a minimum of three (3) working days if materials are available. Materials must be returned to lending or intransit library within a minimum of three (3) working days.
- (22) Enter accurate information on all PINES related transactions and statistics.

The violation of any provision, policy, or requirement that is not corrected within 60 days after written notice of the violation is given by BOR/GPLs will constitute default under the terms of this Agreement.

III. Database – Bibliographic Records and Holdings

The Library System shall be deemed to have retained title to the Library System's databases at all times, unless the Library System transfers the title BOR/GPLs. The Library System shall incur all costs to remove bibliographic records and holdings information from the database, in the event the Library System chooses to no longer participate in the PINES Project, or is asked to cease participation due to a violation of any provision, policy, or requirement that is not corrected within 60 days after written notice of the violation is given.

Funding: In the event that the funding for the expansion of the project is unavailable during the term of this contract, then this contract, shall terminate as of the termination date stated below without further obligation of BOR/GPLS. The certification by BOR/GPLS's Assistant Vice Chancellor for Public Libraries, of the events stated above shall be conclusive.

IV. Statement of Authority

This Agreement shall be construed in accordance with the laws of the State of Georgia.

V. Termination of Agreement

This Agreement may be terminated by either party upon 180 days written notice to the other party.

VI. Modification/Amendment

This agreement may be amended by mutual written consent of the parties.

VII. Notices

All notices to be given under this Agreement will be in writing and given by depositing the same in the United States Mail.

Notices for the Georgia Public Library Service:

Julie Walker, State Librarian
Georgia Public Library Service
Board of Regents of the University System of Georgia
2872 Woodcock Blvd Suite 250
Atlanta, Georgia 30341

Notices for Library System:

VIII. Acceptance of Agreement

This Agreement is made effective as of _____, _____ between BOR/GPLs and _____ Library System. The Agreement shall remain in effect until terminated in accordance with the provisions of this agreement.

As legally authorized representatives of the Library System and BOR/GPLs, we agree by signing this document to abide by all of the terms and conditions stated in this Membership Agreement in the Georgia Library Public Information Network for Electronic Services (PINES).

Accepted by:

Georgia Public Library Service, Board of Regents of the University System of Georgia

By: _____ Date: _____

Library System Name _____

By: _____ Date: _____
_____, System Board Chair
_____, Director