

**Memorandum of Understanding
Between Maine InfoNet Collaborative
and the
Maine Balsam Libraries Consortium**

Background and Introduction:

Maine Balsam Libraries (“Balsam”) is a consortium of 22 libraries founded in 2008. Most of the libraries are small school and town libraries. The Maine Balsam libraries all share an open-source product called “Evergreen”. The system is hosted at the Orono data center and is maintained by Balsam staff.

It is BALSAM’s expectation that Balsam and its systems will eventually become an integral part of the Maine InfoNet structure.

Governance:

BALSAM is recognized by Maine InfoNet as a self-governing and self-regulating organization with the authority to establish by-laws for the BALSAM consortium. The BALSAM Executive Board is empowered to create, promulgate, and enforce its own internal policies, standards, and procedures to govern the collective delivery of services by its member libraries, as long as such policies, standards, and procedures comply with state law and regulations and overarching Maine InfoNet policies and goals.

Dispute Resolution:

Should a member library disagree with a BALSAM Executive Board policy, standard, or practice, that library may present a written appeal to the BALSAM Executive Board. If an individual library remains unsatisfied with the result, it may make a final appeal to the Maine InfoNet Board, which will evaluate the appeal as it relates to standards, policies and procedures to be defined, below, state law and regulations and overarching Maine InfoNet policies and goals.

Rights and Responsibilities:

BALSAM agrees to:

1. Ensure that member libraries observe in local practice standards, policies and procedures that have been established by BALSAM Executive Board and, eventually, Maine InfoNet, including, but not limited to:
 - a. Ensure that its member libraries maintain a commitment to local collection development.
 - b. Ensure that all member libraries’ system data (including patron and collection information) is maintained in an accurate and timely manner.
2. Work in consultation with Maine InfoNet to develop standards, policies and procedures consistent with Maine InfoNet yet attentive to the needs of smaller libraries.

3. Work in consultation with Maine InfoNet regarding the application and implementation process for adding new BALSAM libraries. Final decisions regarding membership additions and timing will be reached by the BALSAM Executive Board in consultation with Maine InfoNet.
4. Pay when due any one-time or ongoing costs.

Maine InfoNet agrees to:

1. Support Balsam technical staff in its effort to maintain the BALSAM library system and connected services
 - a. Provide liaison services to Balsam technical staff. With the goal of eventually providing technical and library systems management services for efficient use of the Balsam and the consortial system. This will be outlined in a separate, evolving Service Level Agreement.
 - b. Work with Balsam to integrate Balsam systems into the consortial system.
2. Work in consultation with BALSAM regarding the application and implementation process for adding new BALSAM member libraries. Final decisions regarding membership additions and timing will be through the BALSAM Executive Board in consultation with Maine InfoNet.
3. Consult with the BALSAM Executive Board in all contract and negotiation plans regarding BALSAM.

Funding and Staffing Issues:

Balsam and Maine InfoNet will work jointly to locate and secure funding for Balsam efforts, including upgrades to the system, implementation of systems in individual libraries, development of standards, policies and procedures and educational and marketing efforts for the system. Balsam will develop project budgets to be approved jointly by the Balsam Executive Board and Maine InfoNet. All of Balsam's funds will be dedicated to this project and will be managed and disbursed in conjunction with and upon the approval of Maine InfoNet.

Should BALSAM feel the need for additional staffing resources to be brought to bear, Maine InfoNet will work with BALSAM to identify resources, and additional staffing funding agreements can be entered into through negotiation.

Dissolution and Withdrawal:

This MOU is between the BALSAM Consortium and Maine InfoNet, not the individual libraries in the BALSAM Consortium. Withdrawal of an individual library from the Consortium will not change this MOU. In the event BALSAM as a consortium wishes to withdraw from Maine InfoNet, the dissolution date shall be the expiration date of any current contractual or financial obligations, or payment shall be made to fulfill BALSAM financial obligation in full under the current system provider contract. In either case, a minimum of one year's notice shall be given of intent to withdraw from Maine InfoNet.

In the event that Maine InfoNet wishes to cease support of the BALSAM consortium or system, the dissolution date shall be the expiration date of the current contractual and financial obligation to the automation system provider, or some other date as jointly negotiated. In either

case, a minimum of one year's notice shall be given of intent to cease support of the BALSAM consortium or system.

Should either Maine InfoNet or BALSAM be dissolved, funding provided from the Maine InfoNet members and the Balsam consortium shall be handled through good faith negotiation by all parties.

Duration of Agreement:

This agreement is entered into for a period of three years. At the termination of this three-year period, the agreement may be extended for a subsequent period of no more than three years through agreement of both parties, or it may be amended and renegotiated under different terms and for a different duration.

Agreed and Signed and Dated By:

Chair, Maine InfoNet Board

Chair, BALSAM Executive Board

3August, 2017