

## Adding VALNet Member Libraries

The following agreements and activities will be initiated and completed in the following order by VALNet Board of Directors and the library interested in implementing VALNet services:

1. Inquiring librarians and administration will meet with the VALNet Board of Directors to review the following:
  - agency responsibilities
  - resource sharing
  - staff training
  - communication
  - telecommunication requirements
  - VALNet Operating Budget

The inquiring library will provide statistics on number of patrons, collection size, materials budget, annual circulation, and details of how they will connect with courier services. VALNet will provide orientation on consortium operations and system support. Based on the inquiring library's information, preliminary costs will be calculated.

2. An official request to participate in VALNet will be initiated from the interested library to the VALNet Board of Directors.
3. Subsequent to approval by the VALNet Board, parties will sign the *Agreement to Obligations of VALNet Membership*, or in the alternative, the *VALNet Participation Agreement*. Such agreement will commit the requesting library to the responsibilities, duties, and benefits of consortium membership/participation.
4. VALNet will arrange for the assigning of library codes, program staff access, setting of system parameters and collection other location-specific details as required by the automated system. The schedule of activities for this project will be set and agreed upon by all parties.
5. VALNet's ILS software support technicians or designated systems manager will provide system software and work with library technicians to establish ports in firewalls as appropriate, set routing configurations and IP addressing as needed, and other work related to the technical operation of the library software system. VALNet will establish email accounts for new library staff and add them to appropriate user lists.
6. VALNet Directors will make available basic training for new member libraries on the automated system, including information on use of the online catalog, circulation and cataloging functions.
7. After a minimum of 50 percent and preferably 70 percent of library bibliographic records and holdings are added to the VALNet catalog, the new library may begin to borrow and lend materials throughout VALNet's and its consortia partners' catalogs.