

VALNet Policies & Procedures

VALNet Library Consortium, Inc. [hereinafter “VALNet”], is a cooperative consortium in which all member libraries are expected to contribute in the following ways: regular attendance at meetings, compliance with bibliographic standards, adherence to VALNet policies and procedures. Potential member libraries joining VALNet must agree with the spirit of cooperation as well as the policies of each individual library within the consortium.

WIN/INLG

VALNet is transitioning from WIN (Washington Idaho Network), to INLG (Inland Northwest Library Group). As such, VALNet libraries are obligated to follow WIN guidelines concerning document delivery and resource sharing, until VALNet’s exit from WIN as of May 31, 2012. After that date such service and resource sharing will be via membership in INLG, and any obligation of VALNet as a member of INLG is imparted to its member libraries.

VALNet Governance

The VALNet Board of Directors will consist of the directors of the following six agencies as permanent members:

Asotin County Library,
Latah County Library District,
Lewiston City Library,
Lewiston Elementary/Junior High Libraries,
Lewiston High School Library, and
Prairie-River Library District

In addition, the VALNet Board will include one at-large voting member from another school library. The at-large member is elected by the permanent member library directors. The term of office for the at-large board member will be three (3) years. The term begins the first date of the fiscal year (July 1) following the date of election. Should the at-large member position be vacated during the fiscal year, the Board will appoint a VALNet member library representative to serve the remainder of the fiscal year. Such vacancy subsequently will be filled by the regular nomination and election procedures for the remaining term of office. In addition, two non-voting representatives (one from VALNet Bibliographic Standards Committee and one from the VALNet Circulation Committee) will attend the monthly board meetings. Each committee will recommend a representative, subject to approval by the VALNet Board. Expansion of board membership is at the discretion of the VALNet Board of Directors. Officers for the VALNet Board of Directors will consist of a Chair and a Secretary. The Chair will rotate annually and the Past Chair will become the Secretary. Term of office is one year, unless

otherwise determined by the Board. Rotation of officers will be based on the following chairmanship pattern:

- ACL 2005-06
- LDO 2006-07
- LEW 2007-08
- LHS 2008-09
- PRLD 2009-10
- LCD 2010-11

VALNet Board meetings will usually be held the 2nd Thursday of each month, or as necessary, in the Lewis-Clark Valley. The annual meeting will be held each September. The cost of attending the meetings is the responsibility of the member library.

Bibliographic Standards

Each VALNet library must have access to standard bibliographic records and the expertise to retrieve those records. Any library that wishes to contribute original records or modify records within the catalog must have cataloging training that meets VALNet standards (completion of a course in AACR2 cataloging and MARC records¹). Libraries that wish to outsource materials for cataloging must insure that those records meet VALNet cataloging standards. Each library is responsible for the quality of their records and the ability to merge records with the VALNet database. The correction of any problems arising with cataloging will be the responsibility of the library contributing the records affected.

Circulation

All items in all formats, with the exception of those designated as non-circulating on the Online Public Access Catalog, will be available for VALNet/WIN interlibrary loan until VALNet's withdrawal from WIN as of May 31, 2012, and thereafter through VALNet/INLG interlibrary loan. By extension, a member of VALNet loans and borrows materials with other consortia partner libraries. New members will not begin to request materials until they are ready to loan materials as well.

VALNet system-wide circulation policies and procedures are determined by the Board of Directors in response to recommendations from the VALNet Circulation Committee. All VALNet libraries are expected to adhere to these policies and procedures. Each VALNet agency will send one representative to the Circulation Committee meetings (school and library districts may send one representative for all of the libraries within their district).

¹ Courses are available through U of I; Idaho State Library, CatSkill, etc.

Circulation Policy Guidelines are available for review and reference on the VALNet staff page (www.valnet-staff.org/welcome.htm.)

Collection Development

Each agency is responsible for maintaining a current and viable collection of materials for its own patrons. On occasion, VALNet libraries may participate in system-wide collection development activities (i.e. grant writing, shared purchases, etc.). Committees will be formed to manage these activities as needed.

Courier

Courier service is an essential component of VALNet participation. Each agency is responsible for courier service to and from its library or libraries. In some cases, it may be possible for a new agency to become part of an existing courier route.

Systems Maintenance

VALNet is responsible for hosting and maintenance of the library system software. Individual member or participant libraries are responsible for acquiring and maintaining their own hardware and internet connections. In the event of an upgrade, any installation work not the responsibility of the ILS system hosting agency or the designated systems manager will be the responsibility of the individual library.

VALNet will also maintain an email server to expedite communication among libraries. Each library will designate a person to monitor email activity. Questions arising from library system software or VALNet email should be directed to the member/participant library's assigned mentor.

Training

From time to time VALNet will offer training and workshops on topics of common interest to consortium members.

VALNet Directors will oversee provision of basic training for new member libraries on the automated system. Each library is assigned a mentor to provide training and assistance to new library staff.

Each agency is required to send a representative to the annual meetings (usually in September) of both the *Circulation Committee* and *Bibliographic Standards Committee*, and is strongly encouraged to send a representative to other such meetings during the year as well.

Agency Obligations

- Adherence to policy – All libraries are responsible for knowledge of and adherence to the policies and procedures of VALNet and, by extension, of other larger consortia of which VALNet is a member (WIN / INLG).
- Bibliographic Standards – All libraries must insure that records meet VALNet cataloging standards.
- Collection Development – Each library is responsible for maintaining a current and viable collection of materials for its own patrons.
- Committee meeting attendance – Libraries accept the responsibility and associated expense of sending a representative to committee meetings and training.
- Courier – Each library is responsible for courier service to and from its library or libraries.
- Reciprocal borrowing and lending are essential to membership.
- Technology – Any hardware and/or software not specifically stated to be the responsibility of VALNet is the responsibility of the individual library.
- Trained staff – Libraries must be staffed with qualified personnel.