



# Catamount Library Network (CLN)

## *Membership Standards*

October 26<sup>th</sup>, 2017

**Per By laws:** *“While individual library entities retain autonomy over their own local operations, participation in the Catamount Library Network (CLN) requires collaboration in developing certain common policies and shared decision making. Membership in the CLN represents the expectation of active and continuing participation by each member library entity. As a consideration for acceptance and continuation of membership, the designated library entity agrees to abide by the following terms and conditions:”*

### **Minimal Library Requirements needed:**

#### **General:**

- CLN is an open source Koha catalog system. As such we require and expect every member library to attend the loans and cataloger meetings. The Board of Directors requires all CLN members be represented at the annual October Council meeting. This is the only way to keep up-to-date with consortium decisions and practices.
- **A library must have adequate personnel to participate in network activities (meetings, trainings, etc.)**
- Catamount Loans Committee, Catamount Catalogers Committee and CLN Management (Board of Directors) each meet 4-8 times per year; most often via your computer or mobile device using Go To meeting software (free install). The software license is provided by CLN. *(A head set is required for the optimal audio feed)*
- A library must have the current technology as required for Koha
- A library must be open a minimal of 3 DAYS or 15 hours per week and staffed by trained non-volunteer personnel
- **A library’s budget must be able to support the cost of additional postage (i.e. a postage budget line item alone or in combination with the Green Mountain Courier)**
- CLN members automatically become Basecamp participants. Here you are required to read minutes, find CLN procedures, participate in discussions, post issues and perhaps post a resolution. This should be read daily or as often as the library is open.

#### **Catamount Loans (CLL):**

- Consortia loans must be handled promptly to ensure fast service to our patrons
- The Holds Queue must be checked at minimum daily, or every day that the library is open. Any requests must be pulled, processed and sent out ASAP
- Libraries must keep abreast of their overdue items and transfer activity  
Libraries should be prepared for an expedient workload increase of consortium loans and have the space to accommodate the increase.

#### **Catamount Catalogers (CLC):**

- Every library is required to have a designated cataloger – paid staff. This person must be committed to learning and following CLN standards.
- Refresher trainings are offered annually, in person, at a member library
- **Basecamp must be checked daily or every day the library is open.** Specifically, because we share bib records, each library must adhere to “best practices” as outlined for CLN. This is the place to post questions, share examples of oddities and hopefully find resolution.