



Maine Libraries Balsam Consortium

Agreement to Participate

Introduction and Definitions

Maine Balsam Libraries Consortium (Balsam supports member libraries across Maine In providing their users with enhanced access through a shared system that provides a uniform bibliographic resource from the combined collections of its members. Additionally, the consortium provides opportunities to supplement traditional services through group purchases and economies of scale.

Balsam was founded by members of the Tri-County Library Group, based upon their awareness that shared library resources were the future of Maine libraries. The initial group was funded by a grant from the Stephen and Tabitha King Foundation.

Balsam Users Group: Membership in Balsam is open to any Maine public library that is working to meet the standards as defined by the Maine Library Commission, to any Maine academic or school library, and to any special library whose resources are available to Maine library patrons. Membership requirements include active participation at scheduled consortium meetings, participation in catalog cleanup, adherence to established consortium cataloging standards, and timely payment of joining and membership fees. Balsam is governed by the established standards that are agreed upon by existing members.

Evergreen (System): Balsam uses Evergreen which is a shared integrated library system offering circulation, cataloging, public access catalog, acquisitions, serials functionality, and related enhancements.

Libraries that participate in Balsam will:

1. Maintain a commitment to local collection development by maintenance of the library's acquisition budget at or above the most recent three-year acquisitions budget average unless local funding constraints prohibit doing so.
2. Participate in Balsam through such committees and groups developed in accordance with its bylaws.
3. Fully observe in local practices those standards, policies, and procedures that have been established and approved by Balsam.
4. Maintain all System data (including patron and collection information) in an accurate and timely manner and approved by Balsam.
5. Participate in continuing training as required by Balsam policies and practices.
6. Pay membership fees when due.
7. Pay when due any one-time or ongoing costs incurred on their behalf, including by not limited to retrospective conversion or migration.
8. Avoid actions that might cause undue harm to general System performance.
9. Provide advance written notice to Balsam prior to ceasing use of the System. In order to assist all member libraries through long term budget cycles, financial relationships do not terminate immediately. There will be no rebate of previous payments covering the current support year. If notice is not given by at least June 1 prior to the beginning of the next support year, the library must also pay the assessment for the next year.

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Date:

Library name:

Signature representing library's governing authority:

Print name and title:

Date of governing authority approval:

Library director name (if different):

Library address:

President of Maine Balsam Libraries Consortium signature (or his/her Authorized Representative):

Print name and title:

Date: