

# UP NORTH DIGITAL CONSORTIUM AGREEMENT

*The Up North Digital Consortium is a group of public libraries that have invested in and continue to develop a digital collection through OverDrive with the mission of using combined resources to provide a dynamic collection that meets the needs of library patrons served by consortium members.*

## **Definitions:**

- “member” is used to show membership in a cooperative
- “participant” is used to show participation or membership with the Up North Digital Consortium
- “Representative” is used to state a role on the Up North Digital Steering Committee.

## PARTICIPATION

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Current (as of January 1, 2019) Up North Digital Consortium libraries shall be considered participants. To join the Up North Digital Consortium, a library must be a member of either the Northland Library Cooperative or the Mid-Michigan Library League. The cooperative director shall approve affiliation with the Consortium. A participant is one legal entity (library, as defined by the State, not outlet), billed individually by the respective cooperative.

In order to join the Up North Digital Library Consortium, after approval by the appropriate cooperative director, the library shall sign a member agreement with the cooperative. The signed agreements shall be housed at the participant library’s cooperative. First year costs will include a platform fee plus content fee determined solely by population served. Libraries may join after the year is in progress and that income will be put toward the content. Cost will be half of the annual cost should new libraries join after July 1.

The Consortium aims to improve the OverDrive experience for their patrons. Participant libraries must have the ability to upgrade their local integrated library system as needed to allow software and system updates to be implemented. Libraries must also have the ability to authenticate their users, to prohibit non-eligible users from accessing the system, including patrons not in good standing, patrons who have moved, and patrons whose card has expired. Participants are responsible for the authentication of their patrons.

If a local system is not able to keep up with system-wide upgrades including patron authentication, participation in Up North Digital Library Consortium may be revoked by a 2/3rds vote of the total participants.

### Voting

Each participant library has one vote in the Consortium. The director of the library is assigned the participant voting rights, unless otherwise designated. Voting is done via email, with a one-week voting window. If a vote is not cast within that period, it is considered not eligible to be counted. Decisions will be made by a simple majority of the number of libraries that cast a vote, unless otherwise stated in this document.

### Withdrawal

Libraries may withdraw from the Up North Digital Library Consortium. Items purchased with the Advantage account may be removed and taken with the withdrawing library. All items purchased with basic content credit would remain with the Consortium. No refunds will be provided to a library leaving the Consortium.

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## STEERING COMMITTEE

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The appointed Steering Committee makes recommendations for policies, procedures, and protocols to all participants of the Up North Digital Consortium. Policies and procedures are adopted by a majority of participant libraries voting on the recommendations.

The Steering Committee is made up of one representative from each collection development team (6) and up to three additional representatives to equally balance the number of representatives from each cooperative. A Consortium participant interested in a seat should notify the cooperative director. Each cooperative director is included as a non-voting, ex-officio representative of the Up North Digital Library Steering Committee.

The six collection development teams include: Adult Fiction, Adult Nonfiction, Children's, Teen, Local Collections, and Holds Management. Collection Development team representatives will be asked to make a two year commitment. A consortium participant interested in participating on a collection development team, should notify their respective cooperative director.

The steering committee will meet in person at least once per year. The annual meeting will take place in the late spring or early summer. The agenda for the annual meeting will include: review and update of the FAQs page, review of collection development team spending allotments, assignment of collection development team if needed, and any other issues needing discussion.

## ACCOUNTS / CREDITS / FEES

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A steering committee designee will run the circulation numbers on December 1<sup>st</sup> of each year. The percentages will be incorporated into the billing spreadsheet, as approved by the Up North Digital Consortium. The steering committee designee will also get a confirmation of population from each cooperative director. The steering committee designee will then send the updated billing structure to the cooperative directors and to OverDrive for billing purposes.

In January, OverDrive shall invoice each cooperative individually for the amount sent on the billing spreadsheet. The cooperatives shall invoice their participant libraries based on the billing spreadsheet. This annual bill includes a hosting fee from the vendor and the required content fee.

The content fee will be divided up into six different ordering accounts: Adult Fiction, Adult Non-Fiction, Children's, Teen, Local Collections, and Holds Manager. All titles purchased with the basic content credit shall go into the shared Consortium collection.

Each Collection Development Team will receive percentages of content credit to their OverDrive Accounts on January 1<sup>st</sup> of each year. Percentages are determined annually by the Steering Committee based on recommendations from the Collection Development Team.

The Adult Fiction, Adult Nonfiction, Children's, and Teen Collection Development Teams will strive to spend at least 35% of their money on eAudiobooks.

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All participant libraries will have an account to access the Marketplace to review usage and patron statistics.

In addition to the required content purchased for the shared site, any library may opt to set up an Advantage account, which allows them to purchase titles for the benefits of their own patrons. **All participants are strongly urged to choose the Advantage Plus option.** The vendor provides a separate account login for ordering Advantage titles. Advantage credit may be purchased through the Marketplace. Materials purchased with an Advantage account shall be held for local use only; **Advantage Plus allows the entire Consortium access to that title, but the Advantage library patrons shall have priority access to these titles and be placed at the top of holds queues.**

The Steering Committee may, in the future, identify added services that would require fees to be charged to all participants. These fees would be adopted by a majority vote of all the participating libraries voting on the recommendation.

## CIRCULATION RULES

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Borrowing privileges are limited to the legal service population of participating libraries. Borrowing privileges are contingent on good standing from the patron's lending library.

### Borrowing & Hold Limits

- A limit of five titles may be checked out at any given time.
- A limit of five titles may be placed on hold at one time.
- Loan duration on all items is 14 days, with an option to return early.
- Items may be renewed if there are no existing holds.
- When a hold is available, it is automatically checked out to the user by default, however individual users may change this setting

The Steering Committee will periodically review these limits.

## COOPERATIVE DIRECTOR CONTACT INFORMATION

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Northland Library Cooperative, 231-855-2206, <https://nlc.lib.mi.us>

Mid-Michigan Library League, 231-775-3037, <https://mml.org>

## ADDITIONAL INFORMATION

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1. Participating libraries are the first line of support for their patrons.
2. If the library staff cannot resolve an issue, they may contact OverDrive support or their cooperative director for additional assistance.

# UP NORTH DIGITAL CONSORTIUM AGREEMENT

Approved by:

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Library Name

Director Name

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Signature

Date

Preferred Contact for OverDrive communications:

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Name

Email Address