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# HELIN Agreement for Integrated Library and Information Services, Amended 14 May 2014

HELIN Consortium. Board of Directors

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## **Higher Education Library Information Network**

### **AGREEMENT FOR INTEGRATED LIBRARY AND INFORMATION SERVICES**

The Higher Education Library Information Network, HELIN Inc. (hereinafter referred to as HELIN), is a consortium consisting of Governing and Affiliate member libraries that agree to the following:

#### **Mission**

The mission of HELIN is to continually develop and sustain cooperative initiatives to enhance library resources, systems and services for all member institutions.

#### **Vision**

HELIN aspires to collaboratively lead innovation in library and information services for the enhancement of higher education and learning.

Guided by its Mission and Vision, the consortium's goals serve as the "outcomes" against which the HELIN Board of Directors designs and thus pursues all initiatives. The Mission, Vision, Goals are delineated in the *Mission, Vision, Goals Document*.

#### **Governance**

HELIN is governed by a Board of Directors in accordance with the HELIN Policy Governance Model, The *HELIN Policy Governance Manual* (dated 12/10/2014), and the *HELIN Bylaws* (dated 4/25/2014).

#### **Rights and Responsibilities of Participation**

- Along with this *HELIN Agreement for Integrated and Information Services* members comply with the *HELIN Bylaws*, the *HELIN Policy Governance Manual*, and the *HELIN Membership Categories Document*;
- Members include their bibliographic records in the Union Catalog;

- Members support the principle of participating in consortium-wide purchases of electronic resources in order to obtain discounted consortium-wide electronic resource pricing;
- Members participate in reciprocal borrowing among respective member libraries;
- Members agree to the use of bibliographic records developed in compliance with national standards;
- Members adhere to bibliographic and other applicable standards established by HELIN;
- Members pay designated fees determined by the HELIN Board of Directors.

### **Maintenance of Effort**

Each HELIN member agrees to maintain library acquisitions at levels appropriate for the size, scope and mission of their respective institutions. Resource sharing and borrowing reciprocity are adjunct to, not substitutions for, collection development in individual member libraries.

### **Contracts**

HELIN serves as the contracting agent in its relationship with the vendor(s) providing an integrated library system (ILS). HELIN may negotiate with other libraries, consortia, vendors for library services, businesses, and persons for HELIN Consortium services.

### **Use of Host Computer for the ILS**

HELIN will jointly develop the use of an ILS and will act in the capacity of a conduit for this purpose. HELIN does not warrant and guarantee the ILS system and shall not be liable to a member for any damages resulting from the malfunction of said system.

### **Services to be Performed by URI on Behalf of HELIN**

URI on behalf of HELIN will provide the host site for HELIN Central Office Staff, and the ILS hardware and software.

### **Equipment and Telecommunications**

Each institution agrees to purchase and maintain all necessary equipment including right of access to software and dedicated communication lines connecting the said equipment to the ILS. The equipment shall be the sole property of the purchasing institution.

#### **Access to Data**

HELIN and its members agree that full and free access shall be permitted among members to the information stored in the Union Catalog relating to the bibliographic descriptions of library materials of the participating libraries, and relating to the holdings, availability and circulation status of such library materials. HELIN and its members each agree to maintain the confidentiality of the information stored in the ILS relating to users of the member libraries.

#### **Shared Costs**

The cost of HELIN Central Office staff, consultants, or special services to conduct HELIN activities, the maintenance of shared host hardware and software, and shared purchases shall be apportioned among members based upon written formulas agreed to by the HELIN Board of Directors.

#### **New HELIN Members**

Additional libraries may be invited to join the HELIN consortium in accordance with the terms of this Agreement. Each new member will be admitted as either a Governing or Affiliate Member, in accordance with the *HELIN Bylaws* and the *HELIN Membership Categories Document*. Criteria for membership, as well as membership fees, are based upon the membership category to which each member is assigned.

#### **Additional Libraries and/or Consortia**

HELIN may negotiate with non-member libraries and/or consortia to allow access to the bibliographic records of the HELIN ILS system, on such terms as HELIN and the other libraries and/or consortia agree upon, provided that the participation of such other libraries shall not unreasonably interfere in the use of the ILS by HELIN members.

### **Term**

The term of this Agreement shall commence as of the signing of this Agreement and shall continue indefinitely, unless terminated by a member upon six (6) months written notice to HELIN, at which time this Agreement, as to the specific member, shall terminate but shall otherwise remain in effect for all remaining HELIN members. Costs incurred by such termination shall be determined by the HELIN Board of Directors, and shall be borne by the departing member. Upon commencement of this Agreement, the prior "Agreement for Integrated Library and Information Services" dated February 3, 2012 and entered into among HELIN and its members shall be deemed to be terminated and no longer in effect.

### **Compliance with State Laws Governing Libraries**

HELIN and its members will comply with the respective law(s) governing library records and patron privacy, and with the HELIN policy on confidentiality of records.

### **Authorization**

The persons executing this agreement are duly authorized by the governing bodies of the institutions represented to execute this Agreement on behalf of said institutions, and that, upon signing, this agreement shall be a valid and binding agreement of the institutions represented.

### **Amendment**

This Agreement may be amended at any time by a two-thirds vote of the HELIN Board of Directors. Notice and proposed changes or amendments must be provided in writing to each member at least fourteen (14) days in advance of the scheduled vote.

IN WITNESS WHEREOF, the parties hereto have affixed their hands this 14th day of  
\_\_May\_\_, 2014.

**GOVERNING MEMBERS:**

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David Maslyn  
Interim Dean, University Libraries  
University of Rhode Island

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Ruth Sullivan  
Dean of the Learning Resources  
Community College of Rhode Island

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Tovah Reis  
Interim Director of the Library  
James P. Adams Library  
Rhode Island College

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Peter V. Deekle  
Dean of University Library Services  
Roger Williams University

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D. Russell Bailey  
Library Director  
Providence College

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Dr. Rosita Hopper  
Dean, University Libraries  
Johnson & Wales University

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Kathleen Boyd  
Director of Library Services  
McKillop Library  
Salve Regina University

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Mary Moroney  
Director of Library Services  
Douglas and Judith Krupp Library  
Bryant University

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Harriette Hemmasi  
Joukowsky Family University Librarian  
Brown University

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Susan V. Wawrzaszek  
Associate Vice President for Library and  
Information Services  
Wheaton College

**AFFLIATE MEMBERS:**

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Butler Hospital

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Dominican House of Studies

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Kent Hospital

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Landmark Medical Center

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Lifespan

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Memorial Hospital of Rhode Island

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Rhode Island State Law Library

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Roger Williams Medical Center

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St. Joseph Health Services of RI

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Women & Infants Hospital

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VA Medical Center