

MEMO

To: State Library Commission
From: Karen Strege
Re: Guidelines for Database Project Participation
Date: April 7, 1999

Because this project is only funded for two years, I suggest that the Commission adopt guidelines, rather than formal rules, to govern participation in the database project. I suggest that you review the following conceptual guidelines and allow the Networking Task Force to work out the details based on your general guidance.

Project Guidelines

Background:

The 1999 legislature appropriated funds for the State Library to purchase a statewide license to a magazine database. Participation in this project is open to all Montana libraries. The legislature also requested that MSL offer libraries an alternative option of using a share of the appropriation to purchase books and magazines.

Eligibility:

The following are eligible to participate in the project

- 1) All publicly funded libraries
- 2) Non-publicly funded libraries are eligible to participate only in the cooperative purchase program

Procedures:

Option One: Cooperative purchase program

MSL will require Library Directors or Superintendent of School Districts to notify MSL of their interest in the project and the availability of the required local match. This notification shall serve as a binding agreement between the State Library and the local entity. The local match is due at the State Library 30 days after the local institution receives an invoice. Failure to provide the local match after 30 days will make the library ineligible for participation.

Option Two: Local Purchases

The State Library will require Library Directors or Superintendents of School Districts to notify MSL of their interest in the project and availability of the local match. This notification shall serve as a binding agreement between the State Library and the local entity. Upon receipt of this notification MSL will provide a list of professionally selected, recommended reference materials and magazines to be purchased with state funds. The library must purchase the items within 30 days of receiving this list.

After purchasing the materials, the library must submit to MSL a request for reimbursement, including paid invoices and documenting that the local match was spent. MSL will make payment to the library 30 days after receiving this material.