Membership Forms Packet

There are three forms in this packet:

1. Certification of Membership Eligibility
2. Membership Agreement
3. New Member Directory Information

Send completed forms via email, mail or fax:

<table>
<thead>
<tr>
<th>Email</th>
<th>Mail</th>
<th>Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:directory-updates@masslibsystem.org">directory-updates@masslibsystem.org</a></td>
<td>Massachusetts Library System</td>
<td>413.586.0727</td>
</tr>
<tr>
<td></td>
<td>241-243 King Street, Suite 250</td>
<td>ATTN: Membership</td>
</tr>
<tr>
<td></td>
<td>Northampton, MA 01060</td>
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Direct questions to Shirley MacLean at smaclean@masslibsystem.org or 508.357.2121 x130.
Certification of School Membership Eligibility

Any public, academic, school and special library within Massachusetts will be eligible to participate as a member of the Library System upon meeting certain requirements. These requirements are that the participating library shall:

- Be part of an organization or institution that has a legal basis for operation;
- Have an organized collection of information and material accessible for use by its designated clientele;
- Have a fixed location;
- Have established and posted hours of service;
- Have an on-site, paid librarian-in-charge who meets Massachusetts education and certification requirements in effect for that type of library;
- Have a written mission statement;
- Have an established funding base;
- Be authorized to participate by its appropriate administrative authority;

Additional Requirements for School Libraries

<table>
<thead>
<tr>
<th>Public Secondary School</th>
<th>High Schools must be staffed by a full-time certified school library teacher. A High School library teacher can only be responsible for one high school library, they cannot cover any other school library locations.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Primary School</td>
<td>Elementary and Middle schools must be staffed by a certified school library teacher who may serve up to five different school libraries.</td>
</tr>
<tr>
<td>Private Secondary School</td>
<td>Must be staffed by a full-time librarian who either (1) is a certified school library teacher or (2) has a master’s degree in library science. A High School library teacher can only be responsible for one high school library, they cannot cover any other school library locations.</td>
</tr>
<tr>
<td>Private Primary School</td>
<td>Must be staffed by a librarian who either (1) is a certified school library teacher or (2) has a master’s degree in library science and who may serve up to five different schools.</td>
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</table>

School libraries must supply either:

- A copy of a current School Library Teacher or Media Specialist certificate
- The institution of year of the master’s degree in library science:

<table>
<thead>
<tr>
<th>College or University</th>
<th>Date Degree Awarded</th>
</tr>
</thead>
</table>

The term “secondary school” shall mean any school that is authorized to grant a high school diploma.

Name of Appropriate Authority (Principal is appropriate authority for Schools)

Signature of Appropriate Authority

Name of Librarian

Signature of Librarian Date
Membership Agreement

The __________________________________ Library in the municipality of __________________________ agrees to participate as a member of the Massachusetts Library System.

The purpose of the Massachusetts Library System is to provide supplementary library services to the cities and towns in the region in accordance with M.G.L. 78, section 19 and regulations and administrative guidelines of the Board of Library Commissioners. Services to be provided by the Massachusetts Library System are specified by the Board of Library Commissioners.

As a participant in the Massachusetts Library System, the Library is entitled to receive Library System services and statewide supplemental services provided through the Board of Library Commissioners. Libraries that elect to utilize interlibrary loan and delivery services must agree to attend orientation workshops on each service and to loan to other region members without charge.

The library certifies that it meets all eligibility requirements as specified in the attached Certification of Membership Eligibility and agrees to participate in interlibrary loan activities within the Commonwealth in accordance with the National Interlibrary Loan Code for the United States. The participating library also agrees to cooperate in provision of appropriate statistics on its use of regional and statewide library materials and services.

It is understood that this agreement is renewed automatically every year, unless written notice of termination is received sixty days prior to the beginning of the next official year.

____________________________________________
Name of Librarian

____________________________________________
Signature of Librarian

____________________________________________
Name of Appropriate Authority (Principal is appropriate authority for Schools)

____________________________________________
Signature of Appropriate Authority

____________________________________________
Date
New Member Directory Information

Date

Library Type (check):
- [ ] Academic (college/university)
- [ ] Public
- [ ] Special
- [ ] Corporate
- [ ] Law
- [ ] Medical
- [ ] Institutional
- [ ] Other
- [ ] School
- [ ] Public High School
- [ ] Private/Charter High School
- [ ] Public Middle or Elementary School
- [ ] Private/Charter Middle or Elementary School

Library Name:

Institution Name:

Principal Name (if school):

Principal Email (if school):

Address:

Mailing address (if different from above):

City: Zip:

Library phone: Fax:

Primary contact at Library: Title:

You will be subscribed to MLS-Announcements. Indicate the email address(es) to be subscribed.

Contact person’s e-mail: subscribe

Library E-mail: subscribe

Home phone (unpublished – emergency use only)

Library Hours:

Library Website:

Library catalog URL: OCLC Symbol:

Network affiliation:

Does your library have public wi-fi? [ ] yes [ ] no