

## **SWAN MEMBERSHIP TERMINATION**

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### **I. MEMBERSHIP WITHDRAWAL**

A SWAN member library may, at its discretion, withdraw from SWAN membership. To withdraw from SWAN, notice from the member library's board must be received via registered mail by the President of the MLS Board of Directors, with a copy to the MLS Director of Automation & Technology Services, a minimum of 210 days prior to July 1 of the fiscal year in which the termination is to take effect.

- SWAN membership assessments. The member library is liable for any fiscal obligations incurred as a result of the most recently applicable SWAN annual budget approved by vote of the SWAN administrators.
- Any onsite equipment owned by SWAN must be returned within 60 days of the effective date of termination.
  - Any fiscal liabilities incurred for the fiscal year in which the termination is to take effect must be met in full. Such liabilities include but are not limited to: SWAN consortial purchasing decisions, e.g., products, services, and/or database subscriptions. For example, the member library is liable for any remaining fiscal commitments resulting from database selections made on behalf of SWAN libraries.
  - Vendor contractual agreements. In the event that termination results in any financial penalties related to contracts with vendors, the member library may be liable for any such damages or penalties.
- The member library may recover local data, subject to negotiation with SWAN and/or the vendor providing the system in which the data resides. Costs of recovering the data will be borne by the member library.

### **II. MEMBERSHIP TERMINATION**

A SWAN member's status may be terminated by SWAN if the member library materially breaches any of the terms and conditions outlined in the SWAN Full Participation Agreement, and such terms and conditions remain breached for a period of 180 days after the member library's board, with a copy to the member library's administrator, has been notified by SWAN via registered mail. Membership termination proceedings will be conducted by the MLS Board of Directors on behalf of the SWAN membership following recommendation by a minimum 2/3 vote of SWAN membership.

- SWAN membership assessments. The member library is liable for any fiscal obligations incurred as a result of the most recently applicable SWAN annual budget approved by vote of the SWAN administrators.
- Any onsite equipment owned by SWAN must be returned within 60 days of the effective date of termination.
- Any fiscal liabilities incurred by the member library prior to such termination must be fulfilled. Such liabilities include, but are not limited to:
  - SWAN consortial purchasing decisions, e.g., products, services, and/or database subscriptions. For example, the member library is liable for any remaining fiscal commitments resulting from database selections made on behalf of SWAN libraries.
  - Vendor contractual agreements. In the event that termination results in any financial penalties related to contracts with vendors, the member library may be liable for any such damages or penalties.
- The member library may recover local data, subject to negotiations with SWAN and/or the vendor(s) providing the system in which the data resides. All costs of recovering the data will be borne by the member library.