

NEW MEMBERS

I. AGREEMENT

Any MLS member library wishing to join the SWAN consortium must agree to abide by all policies and procedures as set forth in the SWAN Participation Agreement. New members must also abide by any state mandates relative to Local Library System Automation Project (LLSAP) members.

II. ACCESS TO SWAN

All new libraries must access SWAN through the Internet by utilizing the Illinois Century Network (ICN) or other Internet service provider (ISP) as approved by the SWAN Services Director. The library shall purchase a SWAN-approved VPN/Firewall security device, and shall have it configured and installed by a SWAN-approved vendor.

III. APPLICATION AND APPROVAL

The library shall submit a written request to join SWAN to the Director of Technology. The Director will present an impact study to the SWAN Council for review. The council will present its recommendation and pertinent information to the membership for a vote. Upon approval by a 2/3 affirmative vote of a quorum of the Administrators of Full Participant Libraries the request will be presented to the MLS Board for a vote. See also Procedures for New Members (Appendix....)

IV. FEES**A. Joining Fee**

The Joining Fee shall be paid in full within six months of the library signing the Participation Agreement. The fee is based upon the library's governance group affiliation at the time of signing the agreement. Non-automated libraries have a separate fee. See Appendix A.

B. SWAN Annual Fees

The Annual Fee Chart governs the fees paid by libraries. See Appendix C.

1. Payments for the Staff Access License Fee and the Unlimited OPAC Fee will begin when purchased from the vendor.
2. Payments for the Reserve Fund Fee, Patron Circulation Access Fee, SWAN Telecommunications Fee and the Database Management Fee will begin when the library goes live on SWAN.

C. Vendor Fees

All charges by the vendor associated with implementation of adding the library to SWAN must be paid by the library as invoiced.

V. **TRAINING**

Training of library staff basic modules is included. If the library requires special training or accelerated training they may choose to use vendor for this training at their direct cost.