

MEMBER RESPONSIBILITIES

- I. As its mission, SWAN is dedicated to improving services in member libraries by sharing resources, technology, and a planned process of individual and collective growth. In this spirit, participation in SWAN requires responsible commitment and collaboration from its members. Other important factors include:
1. Number and diversity of the member multitype libraries.
 2. Accuracy and completeness of records.
 3. Flexibility and functionality of software.
 4. Optimal use of software and automation features.
 5. Timeliness of communication between SWAN/MLS staff and member libraries.
 6. Diversity of the collection.
 7. Implementing practices that best serve the public.

II. FULL PARTICIPANTS

It is the responsibility of each FULL PARTICIPANT to:

1. Sign the Agreement for full SWAN participation.
2. Comply with all SWAN contractual obligations, share the cost of SWAN, through the Computer Fund, with other member libraries and MLS, and pay bills in a timely manner.
3. Use the System as its primary means of recording circulation. For new FULL PARTICIPANTS to use the System as its primary means of recording circulation within two years from the time the first workstation is installed at the Participating Library. (MLS will alert the SWAN Administrators Council of any FULL PARTICIPANT that does not meet this requirement.)
4. Attend SWAN Administrators' meetings, review notes of the SWAN Administrators Council, communicate with members of the SWAN Administrators Council through their governance groups; cast votes on decisions brought to the SWAN Administrators. New administrators must attend the SWAN New Administrators' Orientation.
5. Follow all SWAN policies and procedures.

6. Become informed, involved, and knowledgeable in the use of the System and in the issues involved in developing it.
7. Actively participate in the long-range planning and governance of SWAN.
8. Plan and budget funds for upgrading SWAN equipment in the local library and introducing new technologies as needed; consult with SWAN/MLS staff during all automation upgrades.
9. Provide ongoing training at the local library and ensure that staff participate in SWAN training provided by SWAN/MLS staff.
10. Make all SWAN documentation, memos, bulletins, and instructions readily available to appropriate staff members.
11. Contribute to and maintain bibliographic and patron holdings in the database in compliance with SWAN policies and procedures.
12. Work with SWAN/MLS staff to identify and correct errors in the database.

It is the responsibility of SWAN/MLS staff and FULL PARTICIPANTS to:

1. Develop and revise policies and procedures as necessary.
2. Provide long-range planning information so member libraries can budget appropriately for new services and equipment.
3. Actively explore new services and technologies for implementation on SWAN.
4. Ensure that the security of the System is maintained.
5. Comply with all applicable federal and state laws, e.g., the Illinois' Library Records Confidentiality Act. In the absence of court rulings/case law, comply with legal opinions provided by the MLS attorney.
6. Promote the benefits of SWAN.
7. Make recommendations to the MLS Board.

III. INTERNET ACCESS PARTICIPANTS, ENHANCED ACCESS PARTICIPANTS

It is the responsibility of each Internet Access Participant, Enhanced Access Participant and Partial Participant to:

1. Sign the appropriate Agreement for SWAN participation.
2. Follow established channels for problem solving.
3. Provide training for staff in order to use equipment and software properly and to implement all procedures and policies.
4. Implement testing procedures to document the efficiency of the System when requested.
5. Maintain a philosophy of cooperation in professional interaction.

IV. NON-COMPLIANCE OF MEMBERSHIP RESPONSIBILITIES

Procedures set forth in the Problem Resolution Procedures should be followed. If necessary, the Membership Termination process will be instituted.