



# Metronet

SERVING TWIN CITIES LIBRARIES

## Metronet Eligibility Guidelines

All agencies meeting the definition of library as described in paragraph 1.1 and satisfying the other criteria outlined in these guidelines are eligible for membership in Metronet. Other agencies may qualify for Associate Membership as described below.

### 1.0 Definitions

- 1.1 “Library” for purposes of implementation of multitype library cooperatives, is defined as an agency having a bibliographically organized collection of materials such as books, periodicals, pamphlets, maps, films, audiotapes, or other materials. These collections are made available to users for reference information and, under a circulation control system, are available for reading, listening and/or viewing. The library is staffed with identified and trained personnel to assist users in locating and securing materials and information.
- 1.2 “Academic Library” means any library, which is organizationally part of a post-secondary educational institution.
  - 1.2.1 “Public Academic Library” means any academic library in which government appropriations constitute 50% or more of its operating budget.
  - 1.2.2 “Private Academic Library” means any academic library in which non-governmental funds constitute 50% or more of its operating budget.
- 1.3 “Public Library” means any library that provides access to all residents of a city or county without discrimination, receives at least half of its financial support from public funds and is organized under the provisions of Minnesota Statutes.
- 1.4 “School Media Center” is a learning area within a school building or system where a full range of media accessible to staff and students is organized and administered to help implement the curricular goals and objectives of the educational program. In some school districts a district media resources center may support individual school media centers with specialized services, materials and program coordination.
- 1.5 “Special Library” means a library, which is part of, and funded by, a larger organization, which is not primarily a library or information center. Its services are determined by the objectives of a sponsor.
- 1.6 “Member” means an academic library, public library, school media center or special library as defined above which has adopted an organizational agreement with Metronet incorporating provisions required in Minnesota Statutes, Section 134.351, subd. 3.
- 1.7 “Associate Member” means an organization whose mission is providing information and whose goals and objectives are compatible with those of Metronet.

## 2.0 Organization Level Eligible for Participation

Any library having multiple branches or departments, which is organized legally as a single library or system, may participate as one library. School media centers and budget branches or departments of a public academic or special library may qualify for participation either through their parent library organization, or as an independent unit. Those whose parent organizations are not participants may join as associate members.

## 3.0 Geographic Requirements

Only libraries whose parent library organization lies within the boundaries of the counties of Anoka, Carver, Dakota, Hennepin, Ramsey, Scott or Washington are eligible for membership in Metronet.

4.0 Any public library participating in Metronet must also participate as a member or associate member of the Metropolitan Library Services Agency (MELSA)

## 5.0 Library Standards for Participants

The following statements provide minimum standards for participation in Metronet and help to explain statements used to define "library" in paragraph 1.1.

- 5.1 Each library must possess a collection of materials, organized under the system named in 5.2, of at least 1,000 items. These items may be books, periodicals, pamphlets, maps, films, audiotapes, videotapes, or other materials.
- 5.2 Any library participating in Metronet must use a written formalized cataloging system as the base on which it bibliographically organizes its collection.
- 5.3 Each library must possess a system for controlling the circulation of its materials, whether these materials are loaned within the library only, circulated to a restricted set of clientele, or loaned to the public at large.
- 5.4 Each library participating in Metronet must possess a staff of at least .5 FTE. This staff must be clearly identified by the parent organization as the library staff. The staff must possess the education or experience sufficient to assist users effectively in locating and securing materials and information. Example of sufficient education and experience are 1) Master of Library Science degree; 2) college degree with at least 24 hours library science or audiovisual; 3) college degree and six months working in the participating library or one year in another library; or 4) one year working in the participating library or two years in another library.

## 6.0 Associate Members

Any information service, which does not meet the "Library Standards for Participation" is invited to participate as an associate member. Examples of associate members are: 1) departmental libraries; 2) public information offices; 3) resource centers; 4) referral centers; or 5) fee-based information services.

Associate members: 1) must show in their applications for membership that goals and objectives are compatible with those of Metronet; 2) must be periodically renewed; 3) may pay a differential fee for certain Metronet services as determined by the Governing Board; and 4) if they are for-profit entities, may pay an annual subscription fee to be determined by the Governing Board of Metronet.

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