



Memorandum of Understanding

This document sets out the terms of a Memorandum of Understanding (MOU) between the New Mexico State Library and all participating libraries in the SALSA Consortium.

I. TERMINOLOGY

A. SALSA Consortium Definition: The SALSA Consortium is a member-driven group of libraries that was founded by the New Mexico State Library (NMSL) to support an Integrated Library System (ILS) and to establish standard practices for resource sharing among libraries participating in the Consortium. SALSA is not an acronym; it is the name of the Consortium.

B. Participating Libraries Definition: Participating Libraries are libraries that join the SALSA Consortium by signing this MOU and agreeing to its terms.

II. BACKGROUND INFORMATION

- A. History:** NMSL acquired the Polaris Library System software in October 2012. Included in the purchase were the Cataloging, Circulation, Serials Control, Authority Control, Acquisitions and Online Public Access Catalog modules. As of January 23, 2015, the libraries collaborating to use the Polaris Library System Software and modules through an informal agreement are the New Mexico State Library, the Fray Angélico Chávez History Library, the New Mexico Museum of Art Library, the National Hispanic Cultural Center Library, the New Mexico Coalition for Literacy Resource Center, and the New Mexico Office of the State Engineer Library.
- B. SALSA Purpose:** SALSA is designed to provide online search and discovery capabilities for resources (both print and electronic) held by NMSL and participating libraries. SALSA allows library patrons to access a broad array of information resources easily and in a timely and seamless manner, regardless of the location of the library patron or of the location of the resource.
- C. MOU Purpose:** The purpose of this MOU is to establish the SALSA Consortium by defining the membership, roles, and responsibilities of NMSL and Participating Libraries as NMSL expands SALSA's services.

III. ROLES AND RESPONSIBILITIES

A. NMSL shall accomplish the following tasks:

1. Provide operational oversight of SALSA.
2. Coordinate with participating libraries the installation, maintenance and future enhancements of SALSA and future training requirements for Participating Libraries to use SALSA.
3. Maintain its role as the primary contact with Polaris Library Systems and any companies providing an ILS for SALSA in the future.
4. Act as the Fiscal Agent for the SALSA Consortium.
5. Establish a SALSA Consortium Executive Committee, comprised of one person from each participating library.
6. Assign staff to serve on the Consortium Executive Committee, including the State Librarian. The State Librarian shall be an ex-officio non-voting member of the SALSA Consortium Executive Committee.

B. The SALSA Consortium Executive Committee shall accomplish the following tasks:

1. Make recommendations on matters of importance to the SALSA Consortium.
2. Create and maintain the SALSA Consortium's rules, guidelines, and by-laws.
3. As deemed necessary for the success of the Consortium, form ad hoc advisory committees and task forces. These committees and task forces are to report recommendations to the Executive Committee.
4. Make recommendations to NMSL based on reports from its ad hoc advisory committees and task forces.

C. Each Participating Library shall provide and maintain the following resources at its own expense:

1. A local workstation with the hardware and software (e.g., operating systems and browsers) sufficient to allow access to SALSA.
2. Sufficient access for staff to connect to the Internet and SALSA.
3. A Participant on the SALSA Consortium Executive Committee and on the advisory groups or task forces deemed necessary by the SALSA Consortium Executive Committee.

4. Adherence to the shared-record concept in SALSA; the shared-records concept means that Participating Libraries share bibliographic records that represent their title holdings.

5. Bibliographic, holdings, authority, and patron records, maintained according to recognized national and locally agreed upon standards.

III. TERM. This MOU shall begin upon party signatures and remain in effect until the SALSA Consortium agrees to its termination or until the New Mexico State Library decides to terminate it through written notice to each of the members.

By signing below, the New Mexico State Library and the Library listed below agree to the terms of this MOU; each of the signees certifies that he or she has the authority to sign on behalf of the library for which he or she signs.

State Librarian, NMSL

Date

Name of Participating Library

Participant

Title

Date

Participant

Title

Date

Participant

Title

Date