

## New Member Process for NTLC

### 1. Express Interest / Information Gathering

Submit form including all data required for cost-sharing formula. Judy will prepare cost estimate.

### 2. Application and Approval

Submit form with required information, including desired go-live date. Judy will share with Adam first, then with NTLC board. NTLC board must vote to approve. Judy will alert Equinox to get confirmation of migration costs and feasibility of the desired go-live date. Judy will then prepare final cost statement. The library should get approval from its funding authority at this time.

### 3. Contract and Payment

Equinox will prepare contract addendum for NTRLs. NTRLs will prepare a contract for the library. The library gets the contract signed by whoever has signing authority. NTRLs Board of Directors must approve the 2 contracts – one between the library and NTRLs, the other between NTRLs and Equinox. NTRLs will invoice the library for the full amount due for the remainder of the current calendar year – to cover migration cost, courier service for the remainder of the year, and other consortium participation fees for the remainder of the year. The library will pay the amount due. NTRLs will return the signed contract to Equinox with down payment for the migration effort.

### 4. Migration Preparation

Information that can be gathered to speed migration process, before the migration schedule is actually set:

- Identify barcode range and analyze for conflicts. If possible, library should rebarcode to adhere to NTLC standards prior to migration. Otherwise, make a strategic plan for rebarcoding materials and patrons post-migration. Member libraries are responsible for their own costs associated with rebarcoding.
- Weed the collection and delete inactive patrons.

### 5. Migration Process

Equinox will set up a migration schedule and a go-live date.

Judy and other technical people as required will work with the library on migrating data, installing software, and training library staff. Cataloging staff must be trained in NTLC cataloging procedures.

### 6. Go-live and settle-in period, without resource sharing between the new member and the rest of NTLC.

7. Begin courier service and enable resource sharing with other NTLC libraries.

8. Expectations of new members

New members are expected to participate in NTLC governance, sharing in the decision-making processes and providing input on policies and procedures.

Member libraries are expected to participate in resource sharing .