

**2017 NExpress Automation Service Participation Agreement
Northeast Kansas Library System**

The _____ Library hereby agrees to participate in NExpress, the shared library automation service of the Northeast Kansas Library System, from January 1, 2017 through December 31, 2017. The library affirms that this participation agreement has been reviewed and approved by a vote of the library board or other governing board. Following is information about NExpress, and the conditions and commitments of participation.

NExpress began service in 2004 with 9 participating libraries and a goal of providing convenient, rapid, and direct access to the shared collections of participating libraries. NExpress is not a local library automation system but an open regional resource sharing system. Through the NExpress shared catalog, library users can easily and rapidly obtain library materials that may not be available in their local library collections. NExpress has also led to the creation of the interlibrary courier service which has evolved into the Kansas Library Express service.

In the past 12 years NExpress has grown to include 43 library participants with 51 service locations. NExpress now provides a shared collection of over 1 million items, and an annual circulation of almost 1.8 million, including over 200,000 loans of materials between libraries. That growth has resulted in increasingly complex technical and administrative issues, and the need for greater consistency in policies and procedures.

NExpress Costs and Fees: The Northeast Kansas Library System is committed to and substantially subsidizes the ongoing cost of NExpress. The 2017 NExpress budget is \$300,245, which includes Koha costs, Hoopla and Flipster. The largest items in that budget are the fees paid to our hosting and support vendor, ByWater Solutions, and the personnel costs for NExpress technical support staff. In addition, the courier service fees to NExpress libraries cost \$166,000. Of that combined cost of \$466,245, NEKLS pays \$333,394.

Participation fees are determined by the Executive Board of the Northeast Kansas Library System. The fee formula is subject to change, but has not been increased since 2008. Annual fees for 2017 will be based on library funding according to the following formula:

Library Funding*	NExpress Fee
Less than \$50,000	\$450
\$50,000 - \$99,999	\$675
\$100,000 - \$249,999	\$1,500
\$250,000 - \$499,999	\$3,300
\$500,000 or more	\$5,000

* The fee calculation is based on the library's total income or total operating expenditures in the latest year's State statistical report, whichever amount is less. Unusual one-year variations will be excluded from the calculation of fees.

NExpress policies and commitments. The library agrees to follow NExpress policies and conditions, including the following:

1. NExpress libraries agree to freely share library materials with the users of other NExpress libraries with a minimum of lending restrictions, and to operate within overall NExpress policies.
2. Libraries will only be able to place restrictions on items of which they purchase multiple copies. Such holds restrictions for local use may be placed on a maximum of 50% of the copies of the restricted item. For example, if a library purchases 4 copies of a book or movie it can reserve two copies for local use only. Restriction may remain in effect for a maximum of 60 days for print and audio books, and 30 days for movies and TV series. The item type will automatically be changed to an unrestricted item type after that period.
This approach may be revised as needed.
3. The order in which libraries receive requests from other libraries is randomized.
This approach may be revised as needed.
4. The library will meet the NEKLS library accreditation standard for materials expenditures.
5. The library will purchase items that are most in demand in their community, including multiple copies and print and non-print materials as needed.
6. The library will review its collection development practices with NEKLS staff at least annually to help develop the best possible collection to meet local needs.
7. NEKLS as NExpress administrator will determine required policies and procedures (but will defer to local policies on issues that do not require consistent system-wide policies).
8. The director of each NExpress library is responsible for ensuring that all staff and volunteers at their library follow all NExpress policies including, but not limited to, the policies described in the NExpress Patron Privacy and Confidentiality Statement.
9. Any library that wishes to withdraw from NExpress can do so by having their director and board of trustees inform the NEKLS executive board in writing 180 days prior to their desired withdrawal date.
10. The withdrawal of any library from NExpress does not relieve that library from any of the responsibilities associated with NExpress membership prior to their withdrawal date, nor does their withdrawal entitle them to any reimbursement for any fees already paid.
11. Upon withdrawal, NExpress will provide the withdrawing library with the following:
 - A copy of its bibliographic and item records in Marc format
 - A copy of its current patron database in a format to be determined on withdrawal
 - A copy of its current transactions in a format to be determined on withdrawal

12. Any expenses incurred beyond the extraction of Marc, borrower records, and current transaction records will be determined by NEKLS and will be borne by the withdrawing library.

Library Director

Date

Library Board President, School Superintendent
or other Administrative Official

Date

Director, Northeast Kansas Library System

Date