Southeastern NY Library Resources Council
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Membership Criteria and Requirements

Libraries, library systems, institutions with library or archival holdings, and individuals who want to take advantage of the programs and services of the Southeastern NY Library Resources Council can apply to become members of the council. Southeastern membership is open to all types of libraries and cultural heritage institutions and individuals in the eight county area served by the council. The criteria and requirements for each membership type are outlined below.

Governing Membership

Organizations that serve a research community and meet the regulations of the [Commissioner of Education section 90.5](#) are eligible for governing membership: libraries of institutions of higher education, central libraries or public libraries, school libraries, special libraries, for-profit and non-profit organizations. Hospital libraries are eligible for membership if they meet the standards established under [Education Law, section 272](#). Public and school library systems that meet the current SED standards including New York State Education Law and Commissioner's Regulations are eligible for membership.

Certain libraries are required by NYS Education Commissioner's Regulations to be Governing Members of the Council. These include public library systems, school library systems, and libraries that are direct or indirect recipients of targeted annual state aid through Southeastern (e.g. academic libraries through the Coordinated Collection Development Aid program and hospital libraries through the Hospital Library Services Program).

Governing Members have one vote on council issues at the annual meeting and are eligible to serve if elected to the Board of Trustees. Individual public and school libraries that are members of a school or public library system are considered an affiliate and their employees are eligible for certain Southeastern benefits under this category but concede their voting rights to the system headquarters.

A Governing Member, or an organization applying for governing membership, is required to demonstrate a) how its membership will improve the library resources presently available to the research community within Southeastern's service area; and b) how its membership will improve reference and research services to the users of the applicant. Governing Members must agree to and comply with the following criteria and requirements. At the discretion of the Board of Trustees, there may be a review of member libraries for compliance with these criteria.

Criteria for membership in Southeastern as a Governing Member:

1. The primary purpose of a member library is to serve the research and informational needs of its clientele.

2. The member library maintains a collection (printed or electronic) to adequately address the information needs of its clientele.

3. The member library is both willing and capable of providing services (e.g., research services, collection access and document delivery) to other members; it must also have a means to receive those services.
    a. The member library must utilize an online catalog or discovery tool (e.g., a database, bibliography or other finding aid) to enable other institutions to identify what is held in its collection(s). If the library does not currently have an online catalog or discovery tool for its collection(s), it should present to the Southeastern Board of Trustees a written plan and timeline for the implementation of such a tool.
    b. The member library must be willing to provide access to materials in its collection(s) to the general public served by Southeastern's member libraries and cultural heritage institutions. This access can be provided through interlibrary loan, electronically, and/or on-site. If appropriate, the member library is encouraged to contribute digitized items from their collection of historic or heritage items to the regional Hudson River Valley Heritage digital repository.

4. The member library is staffed on-site by a professional(s) who has a master's degree in library and information science to provide adequate information services. Hospital libraries, as defined in NYS Law and Commissioner's Regulations, may be served by a professional with an appropriate master's degree in library and information science who is associated with another hospital library or library system, including Southeastern.

5. The member library has internet/web access.

6. The member library must designate a contact person to be responsible for implementing and coordinating Southeastern related procedures, practices and policies.

7. If participating in interlibrary loan, the member library must abide by the regional interlibrary code.

8. The member library must keep statistics required by Southeastern in support of specific programs.

9. The member library must have a written, up-to-date collection access policy and must provide a copy to Southeastern at the time of membership application and any time at the request of Southeastern.

10. Pay the appropriate dues and service fees.

Hudson River Valley Heritage (HRVH) Membership

HRVH membership is appropriate for organizations such as public libraries, school libraries, archives, museums, or historical societies that wish to contribute digital content to Hudson River Valley Heritage or HRVH Historical Newspapers.

HRVH members are not eligible to vote at the annual meeting, but are eligible to have one person from this membership type represent the cultural heritage community if elected to the Board of Trustees.

HRVH Members need to meet certain criteria including but not limited to:

1. Commit to digitizing collections and adding them to HRVH or HRVH Historical Newspapers.

2. Pay the appropriate dues and service fees.

Individual Membership

This membership category is for individuals who wish to participate in Southeastern events, programs, committees, educational services and other networking opportunities.

Individual membership is not intended to replace Governing or HRVH membership, nor provide services to the institution, but to fill the need for people who want to join and support individual council activities in a systematic way.

Criteria for individual membership:

1. Pay the annual membership dues for individuals.

Membership Benefits

SENYLRC works on behalf of 100 member institutions (see http://www.senylrc.org/member_directory) comprised of public, school, academic, hospital, special libraries as well as archives and cultural heritage institutions in the eight counties of Columbia, Dutchess, Greene, Orange, Putnam, Rockland, Sullivan, and Ulster to provide the following member benefits:

Membership Type

Membership Benefits	Governing	*Members of school and public library systems	HRVH	Individual
Advocacy	✓	✓	✓	✓
Ask the Lawyer	✓	✓	✓	
Coordinated Collection Development Aid (CCDA) (Academic only)	✓			
Committee Participation	✓	✓	✓	✓
Digital Dark Archive Storage Service	✓		✓	
Digitization (HRVH.org/New York Heritage) Benefits	✓		✓	
Board of Trustees Eligibility	✓		✓	
Catalog for Special Libraries	✓		✓	
Empire Library Delivery (ELD)	✓			
Hospital Library Services Program (Hospital only)	✓			
Medical Information Services Program	✓	✓		
Networking opportunities (SIGs)	✓	✓	✓	✓
On-Demand Learning	✓		✓	✓
Regional Library News	✓	✓	✓	✓
Resource Sharing Services (OCLC referrals)	✓			
Southeastern Access to Libraries (SEAL)	✓	✓		
Tech-Talk	✓	✓		
Twila Snead Award	✓		✓	
Vendor Discounts	✓			
Voting Rights	✓			
Vital Staffing (HLSP only)	✓			
Website Hosting (HLSP and Special Libraries only)	✓			

* Individual public and school libraries that are members of a school or public library system are considered an affiliate and their employees are eligible for certain SENYLRC benefits under this category.

Membership Dues and Service Fees

Governing and HRVH membership dues are based on library/institution type and services received by the council. Membership dues are invoiced on an annual basis. Dues through 2021 represent a 3% increase annually and are subject to Board of Trustee changes.

Membership Dues

Membership Type	2016/17	2017/18	2018/19	2019/20	2020/21
GOVERNING Membership Dues					
Academic Library	$607	$625	$644	$663	$683
Cultural Heritage Institution	$331	$341	$351	$362	$372
Hospital/Medical Library	$607	$625	$644	$663	$683
Public Library	$607	$625	$644	$663	$683
Public Library System	$607	$625	$644	$663	$683
School Library	$331	$341	$351	$362	$372
School Library System	$331	$341	$351	$362	$372
Special Library	$331	$341	$351	$362	$372
Theological Library	$607	$625	$644	$663	$683

HRVH Membership Dues	2016/17	2017/18	2018/19	2019/20	2020/21
Consortium	$607	$625	$644	$663	$683
Cultural Heritage Institution	$220	$227	$233	$240	$248
Public Library	$220	$227	$233	$240	$248
School Library	$220	$227	$233	$240	$683
Special Library	$220	$227	$233	$240	$683

Individual Membership Dues	2016/17	2017/18	2018/19	2019/20	2020/21
Individual	$50	$50	$50	$50	$50
Retiree or Student	$25	$25	$25	$25	$25

Certain Governing Members receive additional services:
- Academic Libraries: CCDA grants if eligible, ESLN services like Empire Library Delivery, and networking opportunities designed for librarians at academic libraries.
- Hospital/Medical Libraries: Hospital Library Services Program grants and librarian consultation. Website hosting including authentication, resource cataloging, and security.
- Public Library Systems: ESLN services like Empire Library Delivery and their members are considered an affiliate and are eligible for some SENYLRC benefits.
- School Library Systems: their members are considered an affiliate and are eligible for some SENYLRC benefits.

Service Fees

Members, and members of library systems, pay the same rate for all eligible programs and services, including professional development programs. Service fees are invoiced on an annual basis.

Resource Sharing Services: OCLC WorldShare referrals for Governing Members

Number Of Referrals	Cost
1-25 referrals	Free
26+ referrals	$10/per request*

*Fees for hospitals covered by HLSP grant

Special Library Catalog

Hosting Fee for the Special Library Catalog based on Collection size

Number of Records	Cost
Fee for HLSP subsidized resources only	$50
1 - 499 records	$275
500 - 2,499 records	$460
2,500 - 9,999 records	$661
10,000 - 19,999 records	$898
20,000+ records	$1050

Hosting for a separate Instance of Special Library Catalog Fee $350

Service Fee to Catalog E-Resources in Special Library Catalog

Number of Records	Cost
1-250 records	$100
251-450 records	$250
451-750 records	$500
751+ records	$950

Hospital Library Websites and Ezproxy

Service	Cost
Basic website	$150
Enhanced website	$500
EZproxy only (no website)	$400

VITAL Staffing Service

Vital Staffing: a contract for librarian services available to hospital libraries.	$90/hour

Hudson River Valley Heritage

HRVH Start-up Fee $500

HRVH Service/Hosting Fees (based on number of items)

Number of items	Costs
1 -250 items	$50
251-1,000 items	$150
1,001-5,000 items	$250
5,001-10,000 items	$350
10,001+ items	$450

Digital Dark Archive Service

Costs by Content Type
a. HRVH content

Member may deposit up to 500 GB of HRVH content for no additional annual fees.

If Member's total HRVH files exceed 500 GB, additional storage through the Service can be obtained at the following annual rates:

Size	Cost
<99GB	$100
100GB-199GB	$200
200GB-299GB	$300
300GB-399GB	$500
400GB-499GB	$500
>500GB	Call for quote

b. Other content

If Member wishes to store other digital assets in the Digital Dark Archive, Member may do so at these annual rates:

Size	Cost
<99GB	$100
100GB-199GB	$200
200GB-299GB	$300
300GB-399GB	$500
400GB-499GB	$500
>500GB	Call for quote

Member will be invoiced annually. If the Member starts mid-year, the annual amount will prorated monthly.

Upload fee: If Member doesn't have the bandwidth to upload files directly to the Digital Dark Archive server, a hard drive can be delivered to Southeastern and Southeastern staff will perform the upload for a fee of $50 per upload ("Upload Service").

Electronic Resources

 3% of invoice total service fee is applied to electronic resource subscriptions that are billed through Southeastern.

Membership Applications

The following membership applications are available on the Southeastern website at:
http://www.senylrc.org/membership

Application for Governing Membership
Application for HRVH Membership
Application for HRVH Consortia Membership
Application for Individual Membership

Board of Trustees approved May 18, 2017
Updated June 4, 2018
Board of Trustees revised April 18, 2019