

## Cooperative Agreement

### NORTH CAROLINA COMMUNITY COLLEGE SYSTEM A LIBRARY COOPERATIVE AGREEMENT

#### Contents:

[Introduction](#)

[Participants](#)

[Purposes of agreement](#)

[Goals of the CCLINC Consortium](#)

[Roles](#)

[Responsibilities](#)

[Membership](#)

[Evaluation of agreement](#)

[Terms of agreement](#)

#### Introduction:

This document is a cooperative agreement. It defines the relationships between the participants in this agreement and the roles each participant is expected to play.

#### Participants:

The members in this agreement are the participating North Carolina Community Colleges, including their libraries, and the North Carolina Community College System Office (NCCCSO), including its Learning Technology Systems (LTS) section.

Together, these participants constitute the Community College Libraries in North Carolina (CCLINC) consortium. The CCLINC consortium has evolved from early efforts to automate the acquisitions function in LTS at the NCCCSO to a shared catalog in excess of one million learning resources, making this library third in size among the libraries of publicly funded institutions of higher education in North Carolina, directly behind the University of North Carolina at Chapel Hill and North Carolina State University. More than 75% of North Carolina's community colleges participate in CCLINC.

The participants agree to comply with policies, standards, and procedures adopted by the CCLINC Steering Committee.

#### Purposes of agreement:

- To formalize the working relationships and responsibilities among the participants in such a manner that all partners will understand and be accountable for their contributions
- To define and adopt standards for consistent data entry
- To provide a formal agreement among libraries in response to accreditation requirements

#### Goals for the CCLINC Consortium:

- To provide access to learning resources in a variety of formats
- To remain current in providing quality learning resources and services
- To implement and maintain adopted standards
- To increase the capabilities in information technology in the libraries at North Carolina's community colleges
- To extend the traditional boundaries of the library by providing learning resources and services wherever faculty and students may be

## Cooperative Agreement

- To create awareness of, and encourage the use of, the CCLINC consortium as a cooperative NCCCS library system

### Roles

#### State Board of Community Colleges

The State Board of Community Colleges (SBCC) approves the contract with the vendor and therefore has responsibility for ensuring compliance with all terms and conditions of the contract. The SBCC must approve any changes in the contract between SBCC and the vendor. The SBCC assigns responsibility for administration of the contract and implementations of the project to the NCCCS president.

North Carolina Community College System Office and LTS

## Cooperative Agreement

The North Carolina Community College System Office (NCCCSO) ensures that the CCLINC project is implemented in accordance with the contract between the SBCC and the vendor and makes progress reports to the SBCC upon request. The Associate Vice President for Learning Technology directs and supervises the vendor-provided consultant who is responsible for system administration and advice. Learning Technology Systems' staff assists the participating colleges with implementing the library system software. The NCCCSO LTS section assigns staff to coordinate cataloging and training functions and to serve on and work with the various CCLINC subcommittees. LTS provides cataloging services upon request and assumes the greater burden for database quality functions, so as to free college library staff for public service.

### Colleges and Their Libraries

The colleges agree to allocate administrative support, including monetary, networking, equipment, and personnel resources, to contribute to the goals listed above. The colleges also agree to comply with the policies, standards and procedures adopted by the CCLINC Steering Committee.

The libraries agree to input and maintain local library records in accordance with those standards agreed upon for the global environment of the CCLINC consortium, as specified by the CCLINC Steering Committee. They also agree to designate a local library CCLINC system administrator, who will coordinate all local library activity under this agreement, and to provide membership for appropriate CCLINC committees. Furthermore, the libraries agree to create awareness of and encourage the use of the CCLINC consortium as a cooperative NCCCS library system.

### CCLINC Steering Committee

The CCLINC Steering Committee has the responsibility to establish policies and procedures that best meet the needs of the participants. It oversees matters concerning the policies and procedures of the various subcommittees as they relate to the overall functionality and needs of the CCLINC consortium.

Committee members include the Associate Vice President for Learning Technology, NCCCSO Learning Technology Systems Section; the NCCCSO Coordinator of Learning Services; the NCCCSO Coordinator of Learning Services Technologies; representatives from each of the six North Carolina Community College Learning Resources Association districts; and chairs of individual subcommittees. The CCLINC System Administrator will serve as a permanent advisory resource to the committee.

### Responsibilities

#### Shared database

The CCLINC library system is based on a single, dynamic, shared database. To maintain the quality of the shared database, all participants agree to follow the policies and procedures approved by the CCLINC Steering Committee, as outlined in the current CCLINC Policies and Procedures, available on the LTS website. To halt functions performed by staff at one college which threaten or compromise the records of another college, the Steering Committee is authorized to direct the System Administrator to limit specific functions until the situation is resolved or the proper training is received.

LTS agrees to provide leadership and support to the college libraries in maintaining database quality, specifically by providing cataloging and database quality control services, consulting in acquisitions and cataloging processes, and promoting cooperation among all CCLINC participants. LTS agrees to gather statistical information and to make it available to CCLINC members.

#### Training

LTS agrees to arrange for and schedule training opportunities for local library staff to learn how to use the CCLINC software. It also agrees to train local library staff in those CCLINC functions it has been responsible for, especially acquisitions and the creation of bibliographic records. The libraries agree to send staff for training and to assist with peer-training activities.

#### Interlibrary Loan

The libraries agree to provide interlibrary loan (ILL) services to participating CCLINC libraries as outlined in the current CCLINC Policies and Procedures on the LTS website.

#### Distance education

Each library will develop its own local procedures for supporting distance education students who are enrolled at CCLINC colleges. Eligible students will be identified by having a valid CCLINC library card issued by a participating library and will have no outstanding obligations to any CCLINC library.

#### Collection Development

Colleges recognize their responsibilities to continue to develop their local collections of adequate and readily accessible library resources and services. Purchase of library resources owned by individual libraries will continue and will be made according to local procedures for purchasing library materials.

Wherever possible, the CCLINC libraries agree to coordinate collection development to serve the information needs of the distance education students, to serve the information needs of the libraries, and to reduce duplication of specialized learning resources.

#### Funding

Colleges agree to pay annually for their libraries to continue participating in CCLINC. The amount colleges pay for use of the CCLINC library system and its software is determined by the contract between the software vendor and the SBCC. Once a participant has paid, there is no refund or prorating.

#### Membership

##### How to Join

Any college interested in becoming a participant of the CCLINC consortium needs to contact the Associate Vice President for Learning Technology. The college will then receive a packet of information. If the college accepts the terms of the cooperative agreement, they will send their application to the Associate Vice President for Learning Technology. The Associate Vice President for Learning Technology will pass the application to the Steering Committee who will review the application and make a decision on membership.

##### How to Exit

A college considering leaving the consortium should contact the Associate Vice President for Learning Technology. LTS will obtain a quote for the cost of the extraction or removal of the exiting college's records from the shared database. If the college decides to exit the consortium, it must make a formal proposal, which includes the college's exit date and the method for extracting or removing their data, to the Steering Committee. The proposal must be made at least 90 days prior to the beginning of the fiscal year. Any college wishing to exit after 90 days prior to the beginning of the fiscal year is responsible for their share of the costs for the coming fiscal year. Once the Steering Committee approves the college's proposal to exit, LTS will arrange for the extraction of the college's data from the shared database, at the exiting college's expense. Once a participant has paid, there is no refunding or prorating.

#### Evaluation of Agreement

Annually, the Steering Committee will review the cooperative agreement according to the process outlined below.

In early January, the CCLINC Steering Committee will ask the member colleges to review this document. If the member colleges wish to make any proposals for change, they need to submit them to the Steering Committee by early February.

In February, the Steering Committee will identify and distribute any proposals to be voted on by the membership at the Spring User's group meeting. Each participant to the agreement will receive one vote. A quorum consists of those present and participants must be present to vote. A 2/3 majority is needed for each proposal to be adopted by the CCLINC Steering Committee. The outcome of such votes will be announced at the User's group meeting and also in the minutes for the User's group meeting.

Following the Spring User's meeting, the Steering Committee meets to adopt the proposals that passed. The Steering Committee will then distribute the revised copy of the cooperative agreement to all the participating institutions. Proposals that result in amendments to the cooperative agreement must be signed by the appropriate party or their designee and returned to the Associate Vice President for Learning Technology. Upon receipt of the signatory page, the Associate Vice President for Learning Technology will return the original to the college and keep a copy at LTS. The Associate Vice President for Learning Technology will notify the Steering Committee upon receipt of all the signatory pages.

#### Terms of agreement

This agreement shall take effect on the date it is signed by all parties and shall remain in effect unless it is amended following an annual spring review. The

participants specify that they have read the agreement, understand it, and will abide by it.

Signatures:

Name of College: \_\_\_\_\_

\_\_\_\_\_, President \_\_\_\_\_(date)

\_\_\_\_\_  
(printed name)

\_\_\_\_\_, Library Director \_\_\_\_\_(date)

\_\_\_\_\_  
(printed name)

\_\_\_\_\_, NCCCS President \_\_\_\_\_(date)

Martin Lancaster

\_\_\_\_\_, Assoc. Vice President for LTS

\_\_\_\_\_(date)

Bill Randall

Amendment I  
Adopted August 14, 2002  
NORTH CAROLINA COMMUNITY COLLEGE SYSTEM  
A LIBRARY COOPERATIVE AGREEMENT

The following sections of the document approved and adopted in July 2001 are being amended as indicated below. The amended changes will be incorporated into the text of the agreement when the CCLINC users decide that the amendments are amply significant in impact or quantity to warrant a new document and new signatures.

Training

LTS agrees to arrange for and schedule training opportunities for local library staff to learn how to use the CCLINC software. LTS is available to train local library staff in those CCLINC functions it has been responsible for, especially acquisitions and the creation of bibliographic records. The libraries agree to send staff for training and to assist with peer-training activities.

How to Exit

A college considering leaving the consortium should contact the Associate Vice President for Learning Technology. LTS will obtain a quote for the cost of the extraction or removal of the exiting college's records from the shared database. If the college decides to exit the consortium, it must submit a written notice, which includes the college's exit date and the method for extracting or removing their data, to the Steering Committee. The notice must be submitted at least 90 days prior to the beginning of the fiscal year. Any college wishing to exit after 90 days prior to the beginning of the fiscal year is responsible for their share of the costs for the coming fiscal year. Once the Steering Committee receives the college's notice to exit, LTS will arrange for the extraction of the college's data from the shared database, at the exiting college's expense. Once a participant has paid, there is no refunding or prorating.

Evaluation of Agreement

Annually, the Steering Committee will review the cooperative agreement according to the process outlined below. In early January, the CCLINC Steering Committee will ask the member colleges to review this document. If the member colleges wish to make any proposals for change, they need to submit them to the Steering Committee by early February. In February, the Steering Committee will evaluate and decide which proposals are to be voted on by the membership at the next User's group meeting. Each participant to the agreement will receive one vote. A quorum consists of those

present and participants must be present to vote. A 2/3 majority is needed for each proposal to be adopted by the CCLINC Steering Committee. The outcome of such votes will be announced at the User's group meeting and also in the minutes for the User's group meeting. Should any proposals pass, a vote will then be taken by the members present to determine if the agreement needs to be re-signed.

Following the Spring User's meeting, the Steering Committee will meet to adopt the proposals that passed. The Steering Committee will then distribute the revised copy of the cooperative agreement to all the participating institutions. If the participating institutions at the User's group meeting voted that the agreement needs to be re-signed, the cooperative agreement must be signed by the appropriate party or their designee and returned to the Associate Vice President for Learning Technology. Upon receipt of the signatory page, the Associate Vice President for Learning Technology will return the original to the college and keep a copy at LTS. Associate Vice President for Learning Technology will notify the Steering Committee upon receipt of all the signatory pages.

Should a participating institution choose not to sign the cooperative agreement, that institution must still follow the responsibilities laid forth in the cooperative agreement. Additionally, members from the non-signatory institution cannot serve as subcommittee or committee chairs, and the non-signatory institution does not receive a vote in CCLINC matters.

This document was last reviewed by the CCLINC Steering Committee in the spring of 2007. There were no changes requested from the membership.

---

[RETURN TO TOP OF CURRENT PAGE](#)

Last modified: Tuesday, April 24, 2007 02:16:37 PM

This page maintained by [Ruth Bryan](#).

---

Copyright 2004© North Carolina Community College System  
200 West Jones St, Raleigh, North Carolina 27603  
For questions about this website please contact the [Webmaster](#)

---