

**Outagamie Waupaca Library System
OWLSnet Shared Automation Network
Bylaws**

Article I: Name and Authority

The shared automation network, to be known as OWLSnet, is a service program of the Outagamie Waupaca Library System (OWLS). As a program of OWLS, the shared automation network is established, operated, and maintained under the legal authority of the Outagamie Waupaca Library System Board of Trustees.

Article II: Purpose

OWLS shared automation network is established to provide a shared, integrated library automation system to OWLS member libraries, Nicolet Federated Library System (NFLS) member libraries, and such other area libraries as may participate, for the purposes of 1) facilitating resource sharing among network participants and 2) increasing the efficiency and effectiveness of participant library operations and services. The shared automation network shall provide functions to participating libraries including, but not limited to, circulation control, online public access catalog, cataloging, and acquisitions.

Article III: Participation

- (1) Any member library of OWLS may become a participant in the shared automation network by executing an agreement for this purpose with the OWLS Board. Any member library of NFLS may become a participant in the shared automation network by executing an agreement for this purpose with the NFLS Board and the OWLS Board.
- (2) Any area library which is not a member of OWLS or NFLS may become a participant in the shared automation network by executing an agreement for this purpose with the OWLS Board. The OWLS Board reserves the right to refuse the participation of any library not a member of OWLS or NFLS.
- (3) Any participant in the shared automation network may elect to terminate participation.
 - (a) Participation may be terminated effective December 31 of the year, by giving notification writing of intent to terminate, prior to July 1 of the same year.
 - (b) Any library which has terminated its participation in the network shall have no claim to any assets of the network.
 - (c) Any library which has terminated its participation in the network shall retain ownership of its local hardware.

- (d) Any library which has terminated its participation in the network shall pay OWLS the cost of extracting a copy of the library's records from the database and purging the library's data from the library from the remaining database.
- (4) The Outagamie Waupaca Library System and the Nicolet Federated Library System shall also be deemed participants in the shared automation network.

Article IV: Participant Obligations

Participants in the shared automation network shall:

- (1) Abide by the policies of OWLSnet established by the Board of Trustees and the procedures of OWLSnet established by the Administrative Advisory Committee.
- (2) Comply with national standards for machine-readable cataloging and form of entry when entering bibliographic data into the OWLSnet database.
- (3) Agree to share machine-readable bibliographic records with other participants in OWLSnet.
- (4) Agree to lend circulating materials listed in the OWLSnet database to other participants in OWLSnet.
- (5) Comply with state and federal law regarding the privacy of and access to library records.
- (6) Attach only devices approved by OWLS or NFLS to OWLSnet. Participants may not inter-connect OWLSnet with any other network without the written consent of OWLS.
- (7) Designate an official contact person for OWLSnet participation to work with OWLS and NFLS staff, to serve on the Administrative Advisory Committee, and to vote at AAC meetings, Any participant may also choose to designate an alternative contact person.

Article V: OWLSnet Operation

The shared automation network shall:

- (1) Provide to any participating library all of the automated library functions available from OWLSnet during all hours that the participating library is regularly open.
- (2) Ensure that bibliographic data entered into OWLSnet complies with national standards for machine-readable cataloging and form of entry.
- (3) Provide daily backup of data, with one copy of all data files stored off-site each week.
- (4) Make all possible efforts to minimize the amount of time in which OWLSnet, or any portion of OWLSnet, is unavailable for normal operations.

- (5) Schedule the installation of vendor-provided software and hardware updates as agreed upon by the Administrative Advisory Committee.
- (6) Comply with state and federal law regarding the privacy of and access to library records.
- (7) Provide to any participant, upon request, copies of any agreements in force between OWLS or NFLS and any automation vendors.

Article VI: Administration

The shared automation network, and all associated policies enacted by the Board of Trustees, shall be administered by OWLS director and staff. An Administrative Advisory Committee, including representation from all OWLSnet participants, shall make recommendations to the OWLS Board or staff regarding the administration of OWLSnet.

- (1) The Administrative Advisory Committee shall hold at least four regularly scheduled meetings per year.
 - (a) Any OWLSnet participant may submit items for inclusion in meeting agendas.
 - (b) Additional meetings will be called upon the request of the majority of participating libraries, and such meetings will be held within two weeks of the request.
 - (c) OWLS director or his designee shall preside over meetings of the Administrative Advisory Committee, and OWLS automation staff shall provide staff functions for the committee.
- (2) The Administrative Advisory Committee shall approve the establishment and constitution of ad hoc technical advisory committees for the purpose of considering technical operational issues and making recommendations to the Administrative Advisory Committee.
 - (a) An OWLS designated staff member shall be an ex officio member of all ad hoc technical advisory committees.
 - (b) OWLS automation staff shall provide staff functions for all ad hoc technical advisory committees.

- (3) The Administrative Advisory Committee shall attempt to arrive at its recommendations by consensus. When consensus cannot be achieved, action will be taken by vote.
- (a) A roll call vote may be taken at any meeting of the Administrative Advisory Committee, providing that the vote is scheduled on the meeting agenda and announced at least one week prior to the meeting.
 - (b) Any participating library unable to be present for a scheduled vote may submit its vote in writing prior to the meeting.
 - (c) All actions shall require the affirmative vote of a two-thirds majority of participating libraries and a two-thirds majority of annual membership fee shares for approval. Each library's annual membership fee share is calculated by dividing its last annual membership fee payment by 1,000 and rounding up to the next whole number.
 - (d) No action shall be approved if more than one-third of participating libraries or more than one-third of annual membership fee shares cast a negative vote.
 - (e) When less than two-thirds of participating libraries and annual membership fee shares vote affirmative and less than one-third of participating libraries or annual membership fee shares vote negative, the vote shall be deemed inconclusive.
 - (f) Whenever a vote is inconclusive, the official contacts, or alternates, from all participating libraries not in attendance when the vote is taken will be polled for their votes. The vote count will become final after the official contacts, or alternates, from all participating libraries have been polled.
 - (g) At any meeting of the Administrative Advisory Committee, if there is a consensus that an issue not scheduled for a vote needs to be voted upon prior to the next regularly scheduled meeting, an emergency vote may be conducted via email one week following the distribution of information about the vote to official contacts or alternates. Any action taken by emergency vote shall be subject to the same requirements as actions taken by vote at meetings.

Article VII: Amendment

These bylaws may be amended at any time upon recommendation of the Administrative Advisory Committee and adoption by the OWLS Board.

Adopted: 8/15/91

Revised: 3/16/95, 8/17/95, 1/21/99, 6/21/01, 9/18/03, 5/17/07