

Withdrawing from the Montana Shared Catalog

While MSC staff will make every reasonable attempt to ensure that your participation in the MSC is successful, in the event that the Montana Shared Catalog no longer meets your users' resource sharing needs please note that the termination process is outlined in the MSC Contract located online at: http://docs.msl.mt.gov/slrd/statewide_projects/montana_shared_catalog/for_members/Legal/Contract.pdf

Pertinent excerpts are attached to page 2 of this document.

Important reminders regarding timelines are included in your contract. In order to assist MSC Member Libraries with the contract termination process as well as ease any confusion, please note that:

1. The MSC contract is a fiscal year contract in effect from July 1 to June 30. In order to terminate this contract, written notice to the MSC Executive Board Chair at least 6 months prior to the end of the current fiscal year is required to avoid being billed for the next fiscal year. If you are a member of a Sharing Group, written notice to the Chair of the Sharing Group regarding your intent to withdraw is required at least 60 days prior to the effective date of withdrawal. In simple terms, this means that in order to withdraw from the MSC before being charged for the upcoming fiscal year the MSC Executive Board must receive your written notice no later than December 30.
2. Your library's bibliographic records can be extracted by MSC Admin staff and provided for you.
3. There are termination costs associated with the vendor fees for removal of your library's policies from the MSC as well as administrative work on the part of the MSC staff. There are also termination costs associated with the removal of your library from a Sharing Group to cover MSC staff work required to update sharing group circulation polices and reports. Costs will vary depending upon the size of your library. An estimate of all costs will be provided to you by the MSC Admin staff before the work is commenced. Your library will be billed by both the vendor and the Montana Shared Catalog for these costs.

Excerpted from the Montana Shared Catalog Member Library Contract:

6. TERMINATION

- A Member Library may terminate its Contract by providing written notice to the MSC Executive Board at least six months prior to the end of the current fiscal year.
- A Member Library of a Resource Sharing Group that is withdrawing from that group but maintains membership in the MSC, shall provide written notice to the current chairperson of the sharing group, of that library's intent to withdraw from the group at least 60 days prior to the effective date of their withdrawal.

11. TERMINATION COSTS

- **MSC Membership:** Should a Member Library withdraw from the MSC, according to the terms of this Contract, the Member Library's bibliographic, user, serial and acquisition records shall be provided to that Member Library in a standard machine-readable form.
It is understood that upon withdrawal the withdrawing Member Library shall cease to receive services through the MSC. Services shall terminate at the end of the fiscal year. All costs resulting from the withdrawal of a Member Library shall be the sole responsibility of the withdrawing Member Library. These costs may include vendor fees and any special hardware, software and electronic media required to complete the withdrawal process and any and all other costs to the MSC resulting from the Member Library's request to withdraw.
- **MSC Resource Sharing Group Membership:** Should a Member Library that participates in a Resource Sharing Group withdraw from the group, according to the terms of this contract, the Member Library shall reimburse the MSC for the administrative costs incurred by the withdrawal process.