

## M25 Consortium of Academic Libraries Membership – rights and responsibilities

### Introduction

This report is designed to inform current Members of the Consortium, and prospective Members, about rights and responsibilities agreed to when an institution undertakes membership. It is divided into 4 sections:

- Categories of membership
- Rights and responsibilities of membership
- Subscriptions for membership
- Process for membership

### 1. Categories of membership

There are 2 categories of Membership, as defined in the Constitution<sup>1</sup>:

#### a) Full membership is open to:

- Higher Education Institutions located in and around the M25 region (defined as London if located within the London Boroughs or within the HEFCE regional boundary) and which are eligible for membership of SCONUL
- Other academic and academic related institutions in the M25 region which may be invited to join, including groups of libraries with similar interests

**b) Observer status** may be offered to such institutions or professional bodies as recommended by the SG. This would give them eligibility to subscribe to information services and core activities offered to full members ONLY if appropriate and then on terms and conditions to be approved (as per the new Constitution). There would be priority access to staff development and training opportunities as per other members, but with no right to vote or be represented.

Membership of the Consortium is open to members from outlying regions around the London area in order to add to the diversity and richness of the Consortium without seeking to dilute regional representation. The Consortium will be mindful of benefits potential members from outside the region can bring to it when recommending membership. However, the emphasis of the Consortium is clearly centred on London and the Consortium cannot represent those members which are located outside the London Boroughs within their local region.

### 2. Rights and responsibilities of members

a) Members can expect that the Consortium will

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<sup>1</sup> <http://www.m25lib.ac.uk/m25sec/about/constitution.htm>

- Develop, manage, market and publicize resource access, sharing discovery and rationalisation arrangements and services so as to enable a greater use of Libraries and other information resources across the region to the benefit of students, academics and members of the public;
- Provide a collaborative forum for innovation, partnership and mutual support, the exchange of experience, the transmission of expertise and professional development
- Co-operate with other bodies having similar objects

b) Members are expected to sign up to **the core values** of the M25 Consortium<sup>2</sup>.

“To co-operate in the effective enhancement of library services and staff development in order to improve availability of and access to information and learning resources for the combined constituencies of publicly funded higher education and related institutions located within the region defined by the M25”

c) Members are expected to sign up to the **mission and aims** as defined in the M25 Development Plan 2002/3-2005/6<sup>3</sup>

The **Mission** of the Consortium is to:

- Act as a co-operative, and inclusive, organisation which recognises the diversity of missions amongst its constituent members, and seeks to build on them to further their common objectives and to co-operate with other bodies having similar objectives.
- Co-operate in the effective enhancement of library and information services, in order to improve availability of, and access to, information and learning resources for the combined constituencies of publicly-funded higher education and related institutions located in and around the region defined by the M25.
- Develop, manage, market and publicize resource discovery, sharing and co-ordination and access to services so as to enable a greater use of libraries and other information resources across the region to the benefit of learners, researchers, academics and members of the public
- Provide a collaborative forum for innovation, partnership and mutual support, and through collaborative staff development to facilitate the exchange of experience, the transmission of expertise and improved professional development
- Monitor developments in Higher Education and related sectors in the region, assess the implications for member Libraries and represent the views of its members to policy making bodies

The Consortium works to 3 main **aims** in support of its mission:

- To provide high quality, cost effective services and mutual support for member libraries and to enable services to learners and researchers to be improved.
- To act as a voice for higher education and related institutions' libraries in the region and play a positive role in influencing regional, national and professional agendas (including those particularly relevant to learners and researchers) and delivering practical solutions.

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<sup>2</sup> These are defined in the objects of the Consortium for which it is established (see Memorandum of Association at [http://www.m25lib.ac.uk/m25sec/docs/Memorandum\\_of\\_Association.html](http://www.m25lib.ac.uk/m25sec/docs/Memorandum_of_Association.html))

<sup>3</sup> The Development Plan is subject to annual review and revision. <http://www.m25lib.ac.uk/m25sec/docs/m25dp2002to6.pdf>

- To work with other organisations to create an environment whereby the richness and diversity of library, museum and archive provision within our region can be accepted as a single distributed collection for London as a World city, and for the surrounding area, for the benefit of learning and research, economic development, culture and social inclusion.

The Consortium works to deliver on its aims through 4 key **goals**:

- Resource discovery, sharing and co-ordination
- Access
- Mutual support
- Collaboration and partnership

These are underpinned by

- Advocacy, communication and marketing arrangements
- Governance, organisational and administrative arrangements

d) Members are expected to sign up to the **core activities** of the M25 Consortium. These are defined as:

- Resource discovery activities and services, which includes joining InforM25 and ULS (if appropriate) and entering information on the web guide. Note that an implication of the InforM25 service involves acquiring a z-server. These services can all be found at <http://www.m25lib.ac.uk>
  - Access and borrowing schemes (members are expected to be in the following schemes)
    - SCONUL Research Extra\*
    - UK Libraries Plus
    - Libraries and Learners in London
- \*Non-HEFCE funded Members are currently not eligible to join SRX and will be expected to join the parallel M25 Access and Borrowing Scheme for staff and researchers)
- Staff development activities and services offered through CPD25 (<http://cpd25.ac.uk>)
  - Pan-Consortium disaster recovery support as defined in the M25 Consortium Mutual Support agreement (under revision June 2004)
  - Collaboration and partnership activities
  - Collaborative collection management activities
  - Attend 2 General meetings a year (currently January and June (AGM))
  - Timely payment of subscription (due 1 August)
  - Nominate contacts for lis-london and lis-M25dirs and other Consortium mailing lists

It is expected that there may be some legitimate **exemptions**, which will be subject to approval of the Consortium, but these should not preclude members from joining in the full range of activities.

e) **Observer status** members will also be expected to sign up to some of the core activities of the M25 Consortium. These are defined as

- Entering information on the web guide
- Staff development opportunities
- Attend 2 General meetings a year (named single representative if a consortium) (currently January and June (AGM))
- Timely payment of subscription (due 1 August)
- Nominate contacts for lis-london and lis-M25Dirs and other Consortium mailing lists

It is expected that there may be some legitimate **exemptions**, which will be subject to approval of the Consortium, but these should not preclude members from joining in the full range of activities.

### 3. Subscription rates

Subscriptions are levied for the three distinct business activities of the Consortium i.e.

- The general activities of the Consortium
- The InforM25 service and related IT activities, managed by the M25 Systems Team. (Note: All institutions make a contribution to the work of the Systems Team with the exception of the British Library as all members (except BL) are included in one or more elements of InforM25 (catalogue search, find a library etc).
- CPD25 staff development activities, which are funded partly by subscription (for HEFCE members) and partly through charges for individual events.

These activities are administered independently and members will receive separate invoices in each case.

The method of calculating subscriptions was agreed at the January 2004 general meeting.

#### a) Higher Education Institutions:

- The subscription rate for HEFCE-funded members is based on the JISC bands which relate to institutional income.
- There are 10 bands (or whatever number JISC operates in future).
- HEFCE-funded members of the Consortium pay a subscription to CPD25 (the subscription element is based on the same banded structure applied to the general Consortium subscription). CPD25 events charged at a preferential lower rate towards full cost recovery of events

b) Other academic and academic related institutions in the M25 region who may be invited to join, including groups of libraries with similar interests, will be charged on a different financial model according to the size of their library staff population. There are currently 3 bands:

- 1-49 staff                      £750 p.a.
- 50-99 staff                      £1,500 p.a.
- Over 100 staff                      £3,000 p.a.

Non-HEFCE members do not pay a subscription to CPD25, attendance at events is charged at an intermediate rate towards full cost recovery of events.

c) Observer status members are charged a flat fee of £150 p.a. for 2004/5, subject to individual circumstances. This rate will be subject to increase linked to inflation in future.

Observer status members do not pay a subscription to CPD25, attendance at events is charged at an intermediate rate towards full cost recovery of events.

d) Non-Members are welcomed to CPD25 events, but are charged a higher rate for attendance.

### 4. Process for membership

All applications for membership and for observer status will be considered as follows:

a) The M25 Collaboration and Partnership Working Group will make an initial investigation and advise the Steering Group as to alignment of applicant with the Consortium's objects and aims. It will then make a formal recommendation to the Steering Group

b) If required, the Chair or Secretary will discuss any issues for clarification or of concern directly with the applicant.

c) The Steering Group will consider this recommendation at its earliest convenience and in turn then make a recommendation, via resolution, to the full membership at the next General meeting of that body.

d) In order to speed the process, if the Steering Group is in agreement, views of the full membership will be sought by email to agree a new member in principle. The Steering Group will then seek for this to be ratified at the next full General meeting of the members.

e) It is noted that the Steering Group may recommend (without assigned reason) to the General meeting that

- Any organisation meeting the criteria for membership may be excluded
- Membership of existing members may be terminated

Please contact the Secretary or Chair for clarification if required.

Robert Hall  
Chair M25 Consortium  
June 2004