

MassCat Policies
Approved by the *MassCat* Steering Committee
September 22, 1999

Five of the Massachusetts Regional Library Systems (Central, Metrowest, Northeast, SouthEast and Western) are forming *MassCat*, a single catalog of the holdings of their member libraries that are not generally affiliated with one of the existing automated networks. This catalog will be used to identify and support the sharing of library resources between libraries in *MassCat* and libraries statewide, as part of the Virtual Library Catalog of the Massachusetts Board of Library Commissioners. A Steering Committee, comprised of representatives from each of the five Regions, governs this database. The following policies have been adopted for participation in *MassCat*.

1. Libraries must be members of a Massachusetts Regional Library System in order to become a member of *MassCat*.
2. *MassCat* members will have access to various services, including, but not limited to:
 - public access catalog;
 - functionality associated with the emerging Massachusetts Virtual Library Catalog;
 - bibliographic records;
 - cataloging and conversion;
 - interlibrary loan;
 - statistics on library holdings and interlibrary loan activity; and
 - Regional delivery service, or at least strong consideration of same.
3. The library is responsible for having sufficient Internet access and an electronic mail account to enable it to participate in *MassCat*.
4. *MassCat* members will agree to pay on an annual basis any membership fees that may be established by the Steering Committee. Members will be notified of annual fees for the forthcoming fiscal year by the end of October of the current fiscal year. Payment for services will be required by members within 30 days of receipt.
5. Other fees (e.g., record upgrades, deduplication of records, authority control, record extraction, etc.) are to be paid by members within 30 days of receipt.
6. Libraries must commit to add their new acquisitions to *MassCat*. They may, but are not required to, add their retrospective holdings. Members are also expected to keep holdings information current and to delete withdrawn holdings on a regular basis.
7. Libraries must have their staff trained in how to use *MassCat* system and services effectively.
8. Libraries must comply with ILL and cataloging requirements as set by the Steering Committee.
9. Termination of membership is permitted by either party with 90 days' notice. Departing libraries must comply with Steering Committee policies on withdrawal of records and associated costs.