# CCS Membership Application

The information gathered on this application will be used to start a conversation between CCS and the applying agency. The data will be used to help determine fit, project scope, and pricing. Once an application has been submitted, CCS will follow up with the applying agency to gather additional information if needed, and/or clarify submitted information. The CCS Executive Committee is charged with evaluating potential new members for fit and sustainably and will recommend membership to the CCS Governing Board.

This application is a request for information and is not a membership agreement. The Board of Trustees or other governing body of any applying agency will need to ratify the CCS Intergovernmental Agreement and agree to adhere to the CCS Bylaws and Policies before membership is approved. Learn more about the membership application process.

**Completed applications or questions about the application or process should be directed to rmalinowski@ccslib.org.**

## Agency Information and Contact

Library Name

Library Type          Public          Academic          School (K-12)          Special

Library Director

Primary Contact (if not director)

Board/Governing Body Name & Meeting Schedule


Fiscal Year Start

County or Counties in Service Area

Does your library currently have long-term capital debt?          Yes          No

*If yes, submit debt payment schedule with this application.*

Annual operating budget

*Please submit most recent audited financial statements or the equivalent with this application.*

OCLC Code and current annual OCLC fee

Current ILS and contract expiration

Local or Hosted

Desired Go Live Date (approximate)

# Database Statistics

Simultaneous staff users

Total patron records

Physical collection titles

Physical collection items

Annual circulation

Annual holds

Using acquisitions        Yes        No        EDI

Using serials        Yes        No

Please list approximate record counts for each of the following streaming/econtent vendor in use:

| Product | Count |
| --- | --- |
| Overdrive | |
|   Shared | |
|   Advantage | |
| Axis 360 | |
|   Shared | |
|   Local | |
| Cloud Library | |
| RB Digital Audiobooks | |
| Hoopla | |

CCS will work with new members to collect additional information on current data, integrations, and project needs at a later date.

# Staff Training Estimates

Please provide staff counts in each service area to help CCS estimate training needs. All staff who will have access to the ILS must be counted at least once. Staff may be counted more than once depending on responsibility (ex. Staff member has cataloging and acquisitions responsibilities should be counted in both categories).

Circulation

ILL

Cataloging

Acquisitions

Public Services (Adult, Youth, Teen, Digital, etc)

## Other Information

Please provide a brief summary of reasons for your interest in CCS.

Please list questions or concerns you have about CCS membership.

Please initial each of the following.

If CCS and the applying agency reach a membership agreement:

- I understand that as the library director I will be an active participant of Governing Board and a governance committee.
- I understand that library staff will represent my agency on technical and advisory groups.
- I understand that the majority of my agency's collection will be available for interlibrary loan and reciprocal borrowing to patrons of all CCS libraries.

**I am authorized to begin membership discussions with CCS by my agency's governing body.**

Signature

Date