

**MAINE REGIONAL LIBRARY SYSTEM
AGREEMENT TO PARTICIPATE**



Please return these signed forms via email or post to:

Marijke Visser
Maine State Library
64 State House Station
Augusta, ME 04333-0064
Marijke.a.visser@maine.gov

The governing board of the _____ Library, located in the municipality of _____, county of _____, has voted that the library shall join the MAINE REGIONAL LIBRARY SYSTEM, and requests that the library director or library representative indicated below be designated a voting member of the MRLS Council.

It is understood that the Maine Regional Library System is comprised of three regions in a defined geographic area consisting of public, school, academic and special libraries voluntarily cooperating among themselves and with an Area Reference and Resource Center.

It is also understood that the MRLS Council members shall meet twice a year for purposes of providing continuing education and to provide a forum for libraries to advise the Maine State Library and the Maine Library Advisory Council about library issues and trends as well as to communicate information between the state library and regional libraries.

Name of Board Member or Municipal Official

Signature

Date

Name of designated voting MRLS library representative _____

Title of representative _____

Library mailing address _____

Telephone _____

Email _____

MAINE REGIONAL LIBRARY SYSTEM – INFORMATION AND MEMBERSHIP CRITERIA

Title 27, Chapter 4 of the Maine State Statutes authorized the creation of the Maine Regional Library System (MRLS) of the Maine State Library in 1973. The goal of the MRLS is to increase public awareness, use and support of Maine libraries, facilitate professional development, encourage resource sharing and regional cooperation, foster literacy, improve communication among libraries, library organizations and other groups and foster improved library service.

The MRLS is comprised of one statewide district with three regions. Libraries in each region have access to services from an Area Reference and Resource Center (ARRC) library and a Maine State Library Consultant. The regions are:

Region	Counties Served	ARRC	MSL Consultant
Northeastern Maine Library Region	Aroostook, Hancock, Knox, Penobscot, Piscataquis, Waldo, Washington	Bangor Public Library	Jenny Melvin Smith
Central Maine Library Region	Androscoggin, Franklin, Kennebec, Lincoln, Oxford, Sagadahoc, Somerset	Maine State Library	Jared Leadbetter
Southern Maine Library Region	Cumberland, York and Oxford County towns of Brownfield, Denmark, Fryeburg, Hiram, and Lovell	Portland Public Library	Marijke Visser

Benefits of district membership include:

- Eligibility for the MSLN Internet connection (public libraries only)
- Access to Digital Maine Library databases: <https://digitalmainelibrary.org>
- Eligibility for new grants and programs from the Maine State Library
- Eligibility for van delivery services
- Eligibility for continuing education stipends
- Library directory listing
- LSTA eligibility for E-Rate discounts (public libraries only)
- SCOOP/MHEC purchasing cooperative discounts for library materials, supplies and furnishings
- Specialist consulting services
- Interlibrary Loan services via assigned ARRC

GENERAL MEMBERSHIP CRITERIA

District membership is free to all types of libraries located within the geographic boundary of the State of Maine. Any library may join the Maine Regional Library System if it meets the following criteria:

- Be a part of an organization or institution that has a legal basis for operation and provides information resources;
- Have a written mission statement and service objectives;
- Have an established funding base;
- Be authorized to participate by its appropriate administrative authority;
- Have established and posted hours of service;
- Have a fixed location;
- Have a permanent, paid (either a salary or a stipend) library director with library services training and who is responsible for the administration of library services;
- Have an organized collection of information and material accessible for use by its designated clientele and/or the public;
- Agree to the terms and conditions of the Maine Regional Library System membership agreement as established by the Maine Library Commission. This agreement shall include certification by each member library that it meets the minimum eligibility requirements for participation, agrees to participate in interlibrary loan activities within the state in accordance with the National Interlibrary Loan Code for the United States and agrees to provide data on the use of regional and statewide library materials and services

PUBLIC LIBRARY MEMBERSHIP CRITERIA

Public libraries seeking MRLS membership must make effort to meet the Core Public Library Standards approved by the Maine Library Commission. These standards are:

1. Is a non-profit organization with a governing board or a town/municipal department
2. Writes and adheres to basic library policies
3. Has a mission statement defining the services available to the community
4. Is supported in whole or in part by public funds
5. The governing board of a non-profit library has written bylaws
6. The governing board of a non-profit library hires/appoints the library director/librarian and delegates to the director the full professional responsibility for administering and managing the library
7. The board has considered purchasing Director's and Officer's Liability and General Liability Insurance to protect themselves from potential damage claims
8. Financial record-keeping provides adequate internal controls including periodic review or audit
9. Has a physical presence with the facilities necessary to support a collection, staff, and programs and complies with building, fire, safety, sanitation and other applicable federal, state and local codes and legal requirements with at least one well maintained public restroom onsite

10. Has established and posted hours of service in which the services of the staff are available to the public year-round of no less than 12 hours per week and a clear external sign identifying the building as a library
11. Has telephone service and a published telephone number
12. Has a permanent, paid library (either salary or stipend) director who is responsible for the administration of library services
13. Files an annual report as required by the Maine Library Commission
14. Has a staff member who subscribes, reads and responds to either MELIBS or MEINFO
15. Supports staff continuing education
16. Measures and evaluates the effectiveness of library services in relation to the changing needs of the community
17. Endeavors to have two people scheduled at all times for safety purposes
18. Has at least one public access computer connected to the Internet
19. Staff compensation is based on benchmarks such as the pay scales of comparable city or school department positions
20. Has an organized collection of materials
21. Offers regularly scheduled public programming such as story times, book clubs, etc.
22. Adheres to nationally accepted professional standards for collection maintenance
23. Provides an up-to-date automated catalog utilizing the current international standard AACRII/RDA, MARC format and recognized professional standards for classification and subject organization
24. Maintains communication with community leaders, interest groups, agencies, etc. and regularly informs them of library activities

I verify that the _____
Name of Library

in _____ meets the above criteria.
Name of Town

Name of Board Member or Municipal Official

Signature

Date

In 2025, the Maine Library Commission approved modifications to the regional model to account for changes in staffing at the Maine State Library. The change from nine regions to three is reflected here.