

Membership Application

Applications may be submitted at any time but may be reviewed quarterly.

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| **Application for DALNET Membership**  |
| **1. Type of Submission**:[ ]  Membership[ ]  Shared System Membership | **2. Type of Application**:[ ]  New [ ]  Change in Membership[ ]  Revised [ ]  Other (Specify):        |
| **3. Date of Application**:       | **4. Fiscal Year dates: (Beginning)**       **(End)**       |
| **5. Applicant:**This individual will serve as contact for the application process. | **6. Project Manager** (Check if same as Applicant): [ ] This individual will serve as technical and service contact. |
| a. Name:      b. Institution\*:      c. Title/Position:       | a. Name:      b. Institution\*:      c. Title/Position:       |
| d. Mailing Address: | d. Mailing Address: |
| Street 1:       | Street 1:       |
| Street 2:       | Street 2:       |
| City:       | City:       |
| County:       | County:       |
| State:       | State:       |
| Province:       | Province:       |
| Country:       | Country:       |
| Zip / Postal Code       | Zip / Postal Code       |
| e. Telephone Number:        | e. Telephone Number:        |
| f. Email:        | f. Email:        |
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| **7. Please discuss why your institution wants to join DALNET.**       |
| **8. Please discuss how your institution might add value to the DALNET community.**       |
| **9. Please discuss how your institution would support the DALNET mission of working together to provide access to information for research, cultural enrichment, and lifelong learning opportunities.**       |
| **10. If you are applying for a Shared System Membership please address any fiscal and/or technical issues that prompt your institution to look at participating in the DALNET shared catalog system.**       |
| **11. What Integrated Library System (catalog) does your library currently use, if any? What records, if any, do you intend to migrate to the DALNET shared system? If your library is not automated (does not have a catalog) do you intend to have DALNET assist in the automation process?**      |
| **12. Please list below your institution’s library location/s that would be included in your membership**:       |
| **13. Type of library/libraries**:      |
| **14a. Please list the community or communities served by your library/institution (constituent groups, other Institutions, cities, counties, states, etc.):**     **14b. Who has access to your library/libraries and how is that access made available?**      |
| **15. Please list any reciprocal borrowing agreements your library currently participates in or has arrangements for.**       |
| **16. Please describe any special or unique collections that your library/institution maintains or has in possession.**       |
| **17. Please describe any in-house digital collections/projects that your library currently maintains or would like to consider creating in the future.**      |
| **18. Please describe who maintains the computing and networking facilities of the library and what relationship the library has with this entity. For instance, does the library have its own IT staff or does another department of a parent institution handle computing and networking for the library? Who controls or make computing policies and decisions for the library?**      |
| **19. At what date is your institution interested in joining DALNET and/or by what date will your system be ready to migrate data if you are applying for Shared System Membership? If there are any circumstances that necessitate a move to the shared system by a specific date please specify such.**      |
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| **Please provide the following information and statistics (which will be kept confidential within DALNET)\*:**\*If providing an estimate please indicate so. Please answer N/A if an area below is Not Applicable. |
| a. Number of libraries/locations that would be included in this membership |       |
| b. Annual operating budget for library/libraries applying |       |
| c. Number of physical items (holdings for books, audio/visual materials, etc.) |       |
| d. Number of unique electronic titles (holdings for electronic books, serials, videos, etc.) |       |
| e. Number of serial subscriptions (current titles) |       |
| f. Number of annual circulation transactions (checkouts) |       |
| g. Number of annual Interlibrary loan items sent to other libraries |       |
| h. Number of annual Interlibrary loan items received from other libraries |       |
| i. Number of institutional FTE (employee or student, whichever is greater) |       |
| **Please also answer the following if you are applying for Shared System Membership**  |  |
| j. Number of library staff user accounts needed for the system |       |
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| **By signing this application, I certify that the statements herein are true, complete and accurate to the best of my knowledge. I am signing and submitting this application as an authority that has power to enter into contracts for my institution. I understand that it is expected that my institution will join DALNET if the DALNET Board of Directors approves our membership once the application process has been completed.** [ ]  I AGREE Signature of Applicant\*\*: Date:       |
| Prefix:       Name:       Suffix:       | Title:        |
| Telephone Number:       |

\*\*This application must be submitted electronically via email and two signed paper copies of the application must also be submitted to the DALNET office to officially complete the application. Please contact the DALNET office for assistance in completing this form.

Completed applications should be submitted electronically to info@dalnet.org

Two (2) additional completed and signed paper copies should be sent to:

DALNET

5150 Anthony Wayne Dr.

Detroit, MI 48202