Myanmar Academic Library Consortium (MALC)

# Introduction to the Library Consortium

**MISSION OF MALC**

To increase, enhance and facilitate cooperation among member libraries through coordinated (consortial) purchasing of e-resources for the purpose of significant cost-saving, expanding access to e-resources, and sharing resources to strengthen and promote excellent library services of member libraries.

# INTRODUCTION

* 1. MALC is the consortium of Myanmar academic libraries. MALC academic libraries to create and sustain a rich, supportive, and diverse knowledge environment that furthers teaching, learning, and research through sharing of collections, expertise, and programs.
	2. This Memorandum of Understanding describes the relationship between the member libraries regarding operational support, and specifies the services that the Host Institution provide to the Consortium~~.~~
	3. Signature of this Memorandum confirms entry into a one-year agreement between MALC and the member library, starting from the date that the parties sign this Memorandum, with automatic renewal on September 30 of the existing fiscal year without requiring any notice or other procedures.

# OBJECTIVES

* 1. To share resources in all aspects of resources – information, human, technology, and expertise.
	2. To use the best endeavors to cooperate in the selection, pricing negotiations and accessible methods of electronic resources for the best interest of the library users
	3. To promote the cooperative acquisition of e-resources including licensing and preservation.
	4. To provide the collaboration, creative solutions and leadership for libraries
	5. To maximize the benefits of membership and efficient use of consortium resources as dedicated and leading the organization in the field of academic libraries in Myanmar.
	6. To strengthen and promote staff development - continuous education, training, and capacity building.
	7. To advance learning and research in all member libraries by providing a high-quality gateway for access to knowledge.
	8. To achieve significant cost-savings through collaboration of the members for purchasing of information e-resources.

#  FUNCTIONS

* 1. Supporting interlibrary resource and sharing services
	2. Expanding and enhancing access to electronic information resources through group negotiation and purchasing arrangements
	3. Supporting cooperative collection management, digitization, preservation, archiving and storage projects
	4. Supporting and sponsoring training and continuing education for the library staff of member libraries
	5. Facilitating and supporting the interest of professional and technical consulting services (of interest) to member libraries and/or acting as a referral or clearinghouse for same
	6. Identifying and developing grant and other external funding opportunities
	7. Evaluating new products and services and undertaking the development of projects for new products and services that would benefit the consortia members
	8. Advancing the interests of the Consortium and its membership through effective marketing, public relations, and advocacy programs at local, state, regional and national levels

# CONSORTIUM GOVERNANCE

This MALC organizational structure is based on Memorandum of Understanding among participating libraries.

* 1. **The Board of Members**
* The Board of Members shall be composed of the following university library representatives: Universities' Central Library, University of Yangon, Dagon University, Yangon Economic University, East Yangon University, West Yangon University, Mandalay University Yadanabon University and Yezin Agricultural University.
* Rector from the participating University shall nominate one librarian to the Board to represent their library. Board of Members shall meet annually to determine the policies, strategic planning and operations of the Consortium.
* Elections for new Board members will take place in September 2020.
* Only government-funded academic libraries are eligible to serve on the Board of Members.
	1. **The President**
* The President shall be elected from the Board of Members and shall serve a 2-year term. There shall be no limit on reelection.
	1. **Sub-committees**
* The President shall form the working sub-committees such as IT sub-committee, Finance sub-committee, Administrative sub-committee, etc. with the Officers and staff from member libraries for operations.
* The President shall select and appoint any Board of Member to chair the working sub-committees if required.
* The sub-committees’ term shall be two years, and can be renewed as authorized by the President.
* The President shall report all sub-committees’ functions and operations to the Board of Members in the MALC annual meeting.
* Each member library shall designate librarians as the Officer to serve sub-committees bi-annually.
* The Officers shall meet quarterly (4 times a year) on a regular basis in order to discuss on on-going procedures, sharing of resources and other relevant issues.
	1. **Staff**
* The Office of MALC will be formed by the President with the Officers from participating libraries.
* Other Staff for sub-committee shall be Officers/Staff from member libraries. There shall be a number of officers including Administrative Officer, Database Administration Officer, Finance Officer, IT Officer etc., serving various sub-committees, task-forces and projects adopted by the consortium.
	1. **Host Institution**
* One agreed member institution of MALC will serve as the host institution for MALC. The host institution will serve as the Consortium’s financial agent and as the primary mailing address for MALC. The host institution will also be responsible for coordination of sub-committees.
* The host institution is authorized to enter into contractual agreements on behalf of the Consortium whenever it is requested to do so by the MALC Board of Members.
* Universities’ Central Library shall serve as the host institution upon formation of MALC until any further agreement among members is reached.

# Budget and Funding

* 1. The host institution shall be the consortium’s financial agent and be responsible for budget and funding collaborating with Finance Sub-Committee to identify the primary sources of funding to sustain the work of the consortium.
	2. The Finance Sub-Committee shall allocate sufficient funds for all of its activities and programs and refrain from incurring any debts or making any contractual commitments that would create a liability or financial obligation for the Consortium.
	3. Each member library is responsible for paying annual fees in a timely manner to maintain good standing with MALC.
	4. The annual fees and other payables of MALC shall be proposed by the President and shall be agreed by the Board of Members.
	5. **Expenditures**
* Operational costs for MALC will be spent from membership fees and other income.
* Travelling and other costs of Board Members and its officers shall be paid by their institutions.
* The President, Board Members and officers shall not be entitled to any financial compensation from the Consortium for their duties in relation to the Consortium.
	1. **Electronic Resources subscriptions**
* For electronic resources that have consortial prices, the cost will be divided equally among MALC members for whom the content is relevant.
* Each participating member library that has received an invoice to pay their share of the consortial subscription cost must pay within 60 days of issuance of the invoice.
* The Database Administration Officer will be responsible for collecting the usage statistics, analyzing the usage and reporting to the President for approval of selection and price negotiations with the vendors. The Officer will evaluate content of new and existing products.
* The packages will be subscribed or renewed based on the usage statistics. If there is any special package that only one member, or a small group of members, requires, the member / small group will have to pay additional fees for processing of the subscription and content evaluation.

# Membership

* 1. **Membership Structure**
* The MALC shall be a Single Type consortium formed with 9 academic libraries from Government Universities.
* The members pay their annual fees and share its works among each other.
	1. **Membership Type**
* There are two types of MALC member: full member and associate member.
* Full members are academic libraries. They benefit from all MALC activities, serve on committees, and are eligible for elections to the Board of Members.
* Associate members are research libraries. They benefit from all MALC activities, serve on committees, but are not eligible for the elections to the Board of Members.
	1. **Membership Requirement**
* The member library must have internet access with a Public IP address or any other technical requirements of electronic resources providers, and shall have IT staff.
	1. **Membership Eligibility**
* All libraries of public universities, degree colleges and colleges or any other institutional libraries that require to have access to academic resources.
* All eligible library members that join the consortium will do so by signing a Memorandum of Understanding.
	1. **Termination of Membership**
* Membership of the Consortium shall be terminated by expulsion or resignation of a member subject to the provisions in Introduction Section (I), Objectives Section (II) and Function Section (III) made hereunder.
* A member of the Consortium shall be expelled on non-compliance with the Memorandum of Understanding and Membership Agreement.
* If there is any withdrawal or cancellation of membership from the MALC, the member library should be informed in writingthree months in advance before September 30st of the year.
* If the same member wishes to be readmitted, a fresh application will be required.

# Operational Guidelines

* The ongoing operations of MALC shall be governed by its Operational Guidelines document.

# Signed by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

President of MALC Please print name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rector/Director Please print name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Institution

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Head of Library Please print name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Institution

The document is to be signed by the President of MALC, the Rector of the University or the Director of an institution *and* the person responsible for overseeing the Library – in this way, it is clear who will be the lead person from each institution signing this MoU.