

## **SCHOOL LIBRARY REMOVAL FROM MEMBERSHIP POLICY AND PROCEDURE**

MLS conducts rolling member eligibility verification.

### **POLICY**

MLS member libraries that do not provide evidence of eligibility will be removed from membership by a majority vote of the MLS Executive Board following the procedure outlined below.

### **PROCEDURE**

- 1) MLS contacts members through the email address they have provided to request verification of their directory information and eligibility for membership. The membership eligibility requirements are available at <http://www.masslibsystem.org/about/mls-membership/>. Searchable member directory information is hosted by the MBLC at: <http://mblc.state.ma.us/libraries/directory/index.php>.
- 2) MLS sends a letter by US post addressed to “library director” or “principal” to libraries that do not respond within two weeks.
- 3) MLS sends a letter by certified, return-receipt US post addressed to “library director” or “principal” to libraries that do not respond within two additional weeks. This letter notifies the governing authority that lacking evidence of eligibility, the library’s membership will end at a date that will be no more than one month from the postmark. The library is invited to appear before the MLS Executive Board at a specific date, time and place to discuss remedies.
- 4) If no remedy is at hand, the MLS board will vote to remove the library from membership.

A library that is removed from membership is welcome to apply for membership at any time that the library meets MLS membership requirements.

Approved by the MLS Executive Board  
12/5/11