

**Five College Library Repository Collection  
Affiliate Library Program  
Template Agreement**

This Agreement is entered into by and between Five Colleges, Incorporated (“FCI”), a not-for-profit corporation having its primary place of business at 97 Spring Street, Amherst, Massachusetts, 01002, on behalf of its member libraries, and **xxxxxxx** (“Affiliate”) on behalf of its member libraries.

The Five College Libraries (Amherst, Hampshire, Mount Holyoke and Smith Colleges and the University of Massachusetts Amherst), as part of FCI, have created a Print Archive Repository Collection with the goal of retaining a single copy of print backfiles of selected journals available in commercially digitized collections. Recognizing that this print resource serves as a secure backup, FCI has agreed to maintain a trusted repository for its Libraries and Affiliate Library members.

The Five College Library Repository Collection Affiliate Library Program currently includes these collections:

- ACS Legacy Archives;
- Royal Society of Chemistry;
- American Physical Society;
- APA Journals;
- Institute of Physics;
- JSTOR; and
- Project Muse.

The Five College Libraries are committed to preserving one print copy of volumes in these collections, whether in the Repository Collection or on the shelves in a Five College library facility.

The Five College Libraries’ holdings of these collections are not necessarily complete. The Five College Libraries are not committed to continuing paper subscriptions to any titles in these collections.

The Five College Library Repository Collection will accept volumes that fill gaps in current holdings of these collections, whether housed in the Repository Collection or still maintained in the collections of the Five College Libraries. The donated print volumes will be accepted as irrevocable gifts; the staff of the Five College Library Repository Collection will dispose of any duplicate holdings at the sole discretion of its staff.

The following services related to the Repository Collections listed above will be offered to Affiliate Members:

- An archive of print journals.
- On-site access to collections during normal working hours, 8:30 a.m. to 4:30 p.m. Monday through Friday (appointments encouraged).
- Scanning and transmission of articles from journals if the electronic equivalent is unavailable or unusable.
- Hard copy of articles from the journals if the requestor has been unable to print successfully from the online equivalent.
- Circulation of bound and unbound volumes or issues of journals.
  - Use of these volumes is restricted to a monitored location in the library of the requesting institution.
  - All loan periods will be for two weeks from the time the item is mailed from the Repository Collection until it is received back by the Repository Collection staff.
  - Requested items will be sent only by carriers that provide tracking services.
- Statistics of materials held in the Repository Collection.

Current Affiliate Member annual fees for individual institutions, starting July 1, 2017, are based on FTE student enrollment as follows:

|             |          |
|-------------|----------|
| Up to 1250  | \$1,612, |
| 1250 – 4500 | \$2,482, |
| Over 4500   | \$3,722. |

Consortium rates with discounts for three or more library affiliates that are part of an on-going library collaboration are available on request.

Fees are subject to annual increases. All payments shall be made by check payable to Five Colleges, Incorporated. Affiliate shall be invoiced for the annual fee on or about the beginning of each fiscal year.

**Billing address:** \_\_\_\_\_.

This Agreement shall continue in effect for seven (7) years from the start of the fiscal year in which it is signed, and will automatically renew for successive two (2) year terms unless earlier terminated by either party by written notice not less than one (1) year prior to the end of the then current term. Affiliate Members will have the right of continuing

renewals provided that they are in compliance with the terms of this Agreement and the Repository Collections and services are extant.

Five Colleges may, at its sole discretion, after consultation with its member librarians and the librarians of any affiliated institutions, determine that the need for a local archive has ceased to exist and the Repository Collection services contemplated by this Agreement should cease to be offered. In this case, the Repository Collection will be disposed of by donation to another facility or other means agreed upon by the participating libraries.

By: \_\_\_\_\_  
Signature

Barbara Lucey

Treasurer

Authorized representative of:

Five Colleges, Incorporated

\_\_\_\_\_  
Date

By: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Title

Authorized representative of:

\_\_\_\_\_  
Institution

\_\_\_\_\_  
Date