

**INSTITUTIONAL PARTICIPANT AGREEMENT OF THE  
GERMAN-NORTH AMERICAN RESOURCES PARTNERSHIP/DEUTSCH-  
NORDAMERIKANISCHE BIBLIOTHEKSGEMEINSCHAFT  
OF THE GLOBAL RESOURCES NETWORK**

Revised July 2008

This Agreement is made as of this \_\_\_ day of \_\_\_\_\_, 20\_\_\_, by and between \_\_\_\_\_ ("Participating Institution") and the Center for Research Libraries ("CRL"). The parties acknowledge that the German-North American Resources Partnership/Deutsch-Nordamerikanische Bibliotheksgemeinschaft ("GNARP/DNABG") is a project of the Global Resources Network ("GRN") under the direction of CRL. The parties further acknowledge that GNARP/DNABG is an unincorporated association, with CRL acting in the capacity of fiscal and legal agent.

**I. Purpose**

The purpose of this agreement is to confirm the intent of the Participating Institution to participate in GNARP/DNABG and to convey the terms by which the Participating Institution is bound (including participant responsibilities, fees, duration of the agreement, and the mechanism for withdrawal).

**II. Project Description:**

The German-North American Resources Partnership/Deutsch-Nordamerikanische Bibliotheksgemeinschaft is a long-term project focusing on improving the effective acquisition, sharing, and use of German-language materials among North American libraries and fostering closer collaboration with German-language research libraries.

**III. Membership Categories**

A. This agreement governs membership in GNARP/DNABG on an institutional basis. And all rights and benefits of participation are conferred equally to the Participating Institution and any and all of its employees, patrons, or constituents.

B. There are two categories of membership in GNARP/DNABG:

1. Institutional Membership:

Academic and research institutions are considered Institutional Members of GNARP/DNABG.

2. Personal Membership

Individuals interested in contributing to the objectives and activities of GNARP/DNABG, even though their institution is not an institutional member, are considered Personal Members of GNARP/DNABG.

**IV. Participant Responsibilities**

A. Participating Institutions agree to abide by the Bylaws of GNARP/DNABG, which are attached as Appendix D. Participating Institutions are expected to adhere to the terms and conditions set forth in any and all participant agreements, subscription licenses, or project guidelines and expectations that the Participating Institution has voluntarily and willingly joined.

B. The Participating Institution is expected to notify GNARP/DNABG representatives and CRL of any changes in institutional information including but not limited to URLs that IP addresses that are germane

to resources licensed under the auspices of GNARP/DNABG, and position appointments or designated Member Representatives with their e-mail addresses.

C. The Participating Institution is expected to pay membership fees, subscription dues, or other invoices within a reasonable timeframe.

**V. Participant fee and duration**

A. Fees: GNARP/DNABG may, at its discretion, assess fees for membership and participation in the project in accordance with the policies and practices of CRL and the GRN. Fees shall be used to support project initiatives, value-added services such as may become available, and/or activities that are funded through subscriptions, use fees, or mechanisms for cost-recovery. Additional fees to cover base expenses of administering GNARP/DNABG and/or central GRN services may be assessed by CRL. The current schedule of fees is set forth in Appendix C and may be amended from time to time with the agreement of GNARP/DNABG Member Representatives.

B. This agreement will be effective upon execution by the Participating Institution (signed by an authorized representative) and shall remain in effect on a year-to-year basis (beginning on the first day in July of each year and ending on the thirtieth day of June next succeeding). This Agreement shall be automatically renewed from year to year unless either party gives written notice of its desire to amend or terminate this Agreement. Goals of GNARP/DNABG and provisions of the agreement will be reviewed periodically by the Member Representatives for revision and renewal.

**VI. Mechanism to withdraw**

A. Advance notice of three months is required to withdraw from GNARP/DNABG.

B. Any notice to withdraw must be made in writing and must be signed by the authorized representative of the Participating Institution.

**VII. Agreed to and accepted** this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

By: \_\_\_\_\_  
(print name)

\_\_\_\_\_  
(signed)

Title: \_\_\_\_\_

Institution: \_\_\_\_\_

**PARTICIPANT'S CONTACT INFORMATION**

Institution: \_\_\_\_\_

Official GNARP/DNABG Representative: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

Telephone: \_\_\_\_\_

Billing contact: \_\_\_\_\_

Billing address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please return completed form to:**

**Judy Alspach (jalspach@crl.edu)  
Center for Research Libraries  
6050 South Kenwood Avenue  
Chicago, IL 60637**

**Appendix A – Institutional Member Parties to the Agreement**  
As of August 9, 2018

University of Alabama  
University of Alberta  
Bayerische Staatsbibliothek München  
Brigham Young University  
Brown University  
University of California, Berkeley  
University of California, Irvine  
University of California, Los Angeles  
University of California, San Diego  
University of California, Santa Cruz  
University of Chicago  
University of Cincinnati  
University of Colorado, Boulder  
Cornell University  
Dartmouth College  
University of Delaware  
Duke University  
Georgetown University  
Goethe-Institut, New York  
Harvard University  
Humboldt Universität zu Berlin  
University of Illinois at Urbana-Champaign  
Indiana University  
University of Iowa  
Johns Hopkins University  
Library of Congress  
University of Manitoba  
University of Maryland, College Park  
University of Michigan  
Michigan State University  
Middlebury College  
University of Minnesota  
New York University  
Niedersächsische Staats- und Universitätsbibliothek Göttingen  
University of North Carolina  
Northwestern University  
University of Notre Dame  
Pennsylvania State University  
University of Pennsylvania  
Princeton University  
Rice University  
Rutgers, The State University of New Jersey  
Universitäts- und Landesbibliothek Sachsen-Anhalt, Halle  
Stanford University  
University of Toronto  
Universität Tübingen  
University of Utah

Vanderbilt University  
University of Washington  
Washington University  
University of Waterloo  
University of Wisconsin  
Yale University

**Appendix B – Personal Member Parties to the Agreement**

As of August 9, 2018

Tracey Beck	Leo Baeck Institute
Charles Croissant	Saint Louis University
Amanda Folk	University of Pittsburg at Greensburg
Katie Gibson	Miami University of Ohio
Lindsay Hansen Brown	California State University, Northridge
Sebastian Hierl	American Academy in Rome
Diana Loreman	Palm Beach State College
Jonathan Marnier	Texas A & M University
Eunice Schroeder	University of California, Santa Barbara
Kristen Totleben	University of Rochester
Shawn Whatley	Goethe-Institut, Toronto
Hubert Woltering	Friedrich Ebert Stiftung

## **Appendix C – Schedule of Fees**

As of July 1, 2008

### **A. Membership Fee**

Annual membership fees for Institutional Members of GNARP/DNABG will be \$250 for members of CRL and \$350 for non-members of CRL.

There will be no membership fees at this time for Individual Members of GNARP/DNABG.

There will be no membership fees at this time for institutions in German speaking countries that agree to become Institutional Members.

### **B. Electronic Resources**

Participation in access to electronic resources (e.g., online databases or full-text resources) is on a voluntary basis per institution. Fees are set by agreement with the publisher and GNARP/DNABG and will vary according to product. Institutions choosing to subscribe to individual resources may be assessed a participation fee for access. Fees will, at minimum, reflect cost-recovery by the GNARP/DNABG and CRL.

## **Appendix D – GNARP/DNABG Bylaws**

### **I. Name**

The name of the body is the German-North American Resources Partnership (GNARP)/ Deutsch-Nordamerikanische Bibliotheksgemeinschaft (DNABG). GNARP/DNABG is an unincorporated association, with the Center for Research Libraries (CRL) acting in the capacity of fiscal and legal agent.

### **II. Purpose**

The purpose of GNARP/DNABG is to improve access to German and German language resources for libraries and to North American resources for German libraries; promote collaboration and resource sharing among North American libraries; make collections more interconnected; promote collaboration and resource sharing between North American and German libraries. These bylaws regulate the organization operating in North America. GNARP/DNABG encourages German librarians to participate in the North American organization but also to establish a partner organization in Germany.

### **III. Membership**

- A. Membership in GNARP/DNABG is open to institutions and individuals concerned with higher education or research and actively engaged in facilitating access to research resources relating to German studies. The membership shall consist of libraries, universities, or other academic or research institutions, and include librarians and scholars from a range of academic institutions, large and small. Institutions need not be members of CRL to participate in GNARP/DNABG.
  
- B. There are two categories of membership: Institutional and Personal.
  - 1. Institutional Members are academic or research institutions that agree to participate, to abide by the terms and conditions set forth in the Bylaws, and to fulfill responsibilities outlined in the participant agreement. Each institution shall designate a Member Representative to serve as the official contact and voting representative of the institution. However, all employees, staff, faculty, students, and associates of an Institutional Member are eligible to participate in project activities, stand for elected offices, and serve on the Steering Committee and other working groups and task forces of GNARP/DNABG. Benefits provided to Institutional Members shall be conferred to all members of the institution. Institutional Members, through their representatives, are eligible to propose, enact, and otherwise participate in project activities and derive benefit therefrom, vote on governance issues and other matters requiring membership approval, stand for elected offices, and serve on the Steering Committee and other working groups and task forces, and to elect officers and Steering Committee members.



2. Personal Members are individuals interested in contributing to the objectives and activities of GNARP/DNABG, even though their institution is not an institutional member. Personal Members are eligible to participate in project meetings, communications, and activities, stand for elected office, and serve on the Steering Committee and other working groups and task forces.
- C. An institution/individual may join GNARP/DNABG upon submission of a statement of intent to join and upon completion of a participant agreement signed by an authorized representative of the institution/individual.

#### **IV. Governance**

- A. Institutional Members are empowered to consider and formulate the policies and procedures governing GNARP/DNABG; elect officers, Steering Committee members, and Working Group Coordinators; amend bylaws; and consider and vote on matters requiring membership approval as necessary.
- B. All Institutional Members shall have equal votes on matters requiring a formal approval. Each institution shall be accorded one vote, to be decided and cast by the Member Representative.
- C. Personal Members may also vote as individuals, but no more than one personal member may vote from each institution.
- D. Votes shall be conducted by mail or electronic ballot. A Member Representative may designate another staff member to represent the institution, should the Member Representative not be available at the time of voting.

#### **V. Steering Committee**

- A. GNARP/DNABG shall be managed by a Steering Committee comprised of elected representatives from the membership.
- B. The Steering Committee is empowered to conduct the business of GNARP/DNABG in accordance with the recommendations of the membership; approve and enact project activities; discuss and recommend future policy or changes in policy to be adopted by the membership; make budgetary decisions for GNARP/DNABG; approach funding agencies; conduct periodic membership drives; and maintain communication with scholarly and professional associations as well as with other, similar cooperative projects.
- C. The Steering Committee shall consist of at least the elected working group coordinators in addition to the Chair and Vice Chair.
  1. Furthermore, the Chair shall appoint two German, Personal Members, or other Members to the Steering Committee.

2. The Chair of GNARP/DNABG shall chair the Steering Committee.
3. Elected Coordinators of standing Working Groups shall serve on the Steering Committee for the period of their elected terms.
4. Representatives of CRL, the Library of Congress, and the German National Library shall serve as ex officio non-voting members of the Steering Committee.

D. All elected and appointed voting members of the Steering Committee, including the Chair, shall have equal votes on matters requiring a formal approval by the Committee. Each voting member shall be accorded one vote.

E. Steering Committee Members shall serve two-year terms, re-election is permitted for one additional term. Elected members begin their term of office immediately following the annual meeting.

F. In the event a member is unable to serve a full term, the Chair shall appoint a replacement to serve the remainder of the term. Following this period, the replacement shall be eligible to stand for election according to the terms of Section V.D above.

G. A Steering Committee member may be removed from office by the Steering Committee whenever, in their judgment, he or she does not fulfill the duties of the office. Removal may be enacted by a two-thirds vote of the Steering Committee.

## **VI. Officers**

### **A. Chair:**

1. A Chair of GNARP/DNABG shall be elected from among the Participant and Personal Members in accordance with the procedures in Section VIII. The Chair automatically becomes a member of the Steering Committee.
2. The duties of the Chair are to arrange, prepare for, and preside over meetings of the Steering Committee and membership; implement, coordinate, and/or distribute responsibilities for projects and activities of GNARP/DNABG; regularly report to and communicate with the membership; arrange for elections and ballots on matters of official project activity or governance; undertake correspondence and represent GNARP/DNABG to external parties; and act as liaison to CRL and other appropriate governing bodies.
3. The Chair shall serve a term of two years; re-election is permitted for one additional term. The Chair shall serve as an ex officio member of the Steering Committee for one year following his/her term of office.
4. In the event a Chair is unable to serve a full term, the Vice Chair will serve as Chair pro tem to serve until the next election. Following this period, the replacement shall be eligible to stand for election according to the terms of Section VI.A.3 above.

5. The Chair may be removed from office by the Steering Committee whenever, in their judgment, he or she does not fulfill the duties of the office. Removal may be enacted by a two-thirds vote of the Steering Committee.

#### B. Vice Chair

1. A Vice Chair of GNARP/DNABG shall be elected from among the Participant and Personal members in accordance with the procedures in Section VIII. The Vice Chair automatically becomes a member of the Steering Committee.
2. It is the duty of the Vice Chair to assist the Chair as called upon.
3. The Vice Chair shall serve a term of two years; reelection is permitted for one additional term. The Vice Chair shall serve as an ex officio voting member of the Steering Committee.
4. In the event a Chair is unable to serve a full term, the Vice Chair will serve as Chair pro tem to serve until the next election.
5. The Vice Chair may be removed from office by the Steering Committee whenever, in their judgment, he or she does not fulfill the duties of the office. Removal may be enacted by a two-thirds vote of the Steering Committee.

#### C. Secretary

1. A Secretary of GNARP/DNABG will be appointed by the Chair from among the members of GNARP.
2. It is the duty of the Secretary to record the Minutes for meetings of the Steering Committee.
3. The Secretary may be removed from office by the Steering Committee whenever, in their judgment, he or she does not fulfill the duties of the office. Removal may be enacted by a two-thirds vote of the Steering Committee.
4. The Secretary shall serve a term of two years; reappointment is permitted for one additional term.

### VII. Working Groups and Task Forces

- A. Working Groups: The Steering Committee shall establish Working Groups as needed to enact project business on a continuing basis.
  1. Working Groups shall be comprised of Participant and Personal Members who elect to take part in the activities.
  2. Working Groups shall be chaired by a Coordinator, who shall be elected in accordance with the procedures in Section VIII. Working Group Coordinators shall serve a term of two years; reelection is permitted for one additional term.
  3. A Working Group can be terminated or suspended by a majority vote of the Steering Committee.

- B. Task Forces: The Chair, in consultation with the Steering Committee, shall appoint necessary Task Forces to accomplish projects of limited duration.

## **VIII. Elections**

- A. Elections for the Chair, Vice Chair, and Working Group Coordinators shall be conducted by mail or electronic ballot.
  - 1. The Chair of the Steering Committee shall appoint members to a Nominating Committee which shall solicit nominations from the membership, compose a slate of candidates, and obtain their agreement to serve.
  - 2. No later than sixty (60) days before the annual meeting, the Nominating Committee shall forward the slate of candidates to the CRL representative to conduct the ballot.
  - 3. Election shall be decided by a simple majority vote by voting members. Any ties shall be broken by a vote of the incumbent Steering Committee.
  - 4. The nominating committee shall inform the successful candidates and shall announce the election results to the membership.

## **IX. Meetings**

- A. Steering Committee Meetings:
  - 1. The Steering Committee shall meet at least once a year, as arranged by the Chair, with notification beforehand. Meetings may be held in conjunction with the annual and midwinter meetings of the American Library Association or with any other meeting or event convenient or appropriate for the incumbent Steering Committee. The Committee may convene at additional times during the year in person as arranged by the Chair with notification of the whole membership beforehand.
  - 2. The North American members of the Steering Committee are expected to attend all Steering Committee meetings and both they and the German members are encouraged to nominate substitutes if they cannot attend. In exceptional circumstances, a Steering Committee member may delegate a representative to attend in his or her place, who shall have the member's full voting rights. The Chair shall be notified about the change at least two weeks before the meeting.
  - 3. Steering Committee meetings shall be open for attendance by all members unless specifically designated otherwise.

- B. Working Group and Task Force Meetings:

Meetings of Working Groups and Task Forces shall be arranged as necessary. Meetings shall be open for attendance by all members unless specifically designated otherwise.

## **X. Administration, Finance, and Ownership**

- A. Administration: GNARP/DNABG shall be administered by CRL. CRL shall assist with fiscal management (e.g.- accounting, disbursements, invoicing, financial reporting and audits); procurement of necessary legal services (review of contracts, agreements, templates for partnerships and collaborative activities, execution of cooperative agreements); project logistics (meeting arrangements, communications, including project reporting, notifications, shipping and delivery of materials, etc.); rights acquisition and management; licensing/managing subscription access to materials; and other project management activities as appropriate and feasible. Fees to cover costs of activity and base expenses of administration may be assessed to GNARP/DNABG by CRL. CRL shall provide financial reports to the Steering Committee on an annual basis and at the request of the Steering Committee.
- B. Fiscal Year: The fiscal year of GNARP/DNABG begins on July 1 and ends on June 30 of the following year.
- C. Management and Disbursement of Funds: projects and activities shall be funded by monies raised by GNARP/DNABG, whether through grants, contributions, donations, fees, or other means. The Chair and Steering Committee are responsible for fiscal decisions dealing with monies allocated to or raised by GNARP/DNABG. These officers shall consult with the membership on a regular basis concerning disbursement of funds. No part of the net earnings of GNARP/DNABG shall be distributed to the benefit of any member or officer of GNARP/DNABG nor any private individual (except that of reasonable compensation which may be paid for services rendered to or for GNARP/DNABG).
- D. Fees: GNARP/DNABG may, at its discretion, assess fees for membership and participation. Fees shall be used to support project initiatives, value-added services such as may become available, and/or activities that are funded through subscriptions, use fees, or mechanisms for cost-recovery.
- E. Ownership: assets acquired by GNARP/DNABG shall be the property of the Center for Research Libraries, unless otherwise specified and agreed to in writing.
- F. Dissolution: In the event of the dissolution or termination of GNARP/DNABG, assets and property of GNARP/DNABG shall remain with CRL. In the event of the dissolution of CRL, all remaining assets and property of GNARP/DNABG, after payment of necessary expenses thereof, shall return to GNARP/DNABG, to be disbursed at the discretion of the Steering Committee.

## **XI. Amendments**

Amendments to the Bylaws may be proposed by any Institutional Member of GNARP/DNABG. Amendments must be submitted in writing to the Steering Committee and shall be considered at the subsequent Steering Committee meeting. A simple majority vote by the Steering Committee ensures the placement of the proposed amendment on the ballot at the next GNARP elections.

Amendments to the Bylaws shall be conducted by mail or electronic ballot. A proposed amendment is considered adopted if it receives a two-thirds affirmative vote from voting

Member Representatives. The Chair shall arrange to add the adopted amendment to the official copies of the Bylaws.

## **XII. Implementation**

These Bylaws shall come into force upon adoption by a two-thirds affirmative vote from voting Institutional Members.