**INTITUTIONAL AND DIRECTORY INFORMATION on the VALE Website. 1.21.15**

**Proposal. MERGE all of the different profile elements into one easy-to-fill-in profile page. Allow for an additional reciprocal borrowing contacts page.**

        Official name of the Member organization . Member of Members’ Council?

* Contacts (Members’ Council and Recipr Borrowing): Name, Title, Phone, Email
* Names/Links for the Main Campus and the Main Campus Library
* Mailing address for Library; main phone #; fax #
* Name and links to other library sites or to gateway page for all sites
* Borrowing Policy; Online Catalog; Recipr Borrowing Page
* Groups allowed for Recipr Borrowing

EXAMPLE

**Middlesex County College Library** Members’ Council: yes

Council: **Mark Thompson** (email link) Reciprocal Borrowing: **Jennifer Miller**

Library Director: 732-906-4252 ILL Librarian: 732-906-4253

Main: **Middlesex County College** (link) **Library (Edison)**

2600 Woodbridge Ave., Edison, NJ, 08818. 732-906-2561 vc 732-906-4159 fx

Urban Center Locations: **Perth Amboy** link) **New Brunswick**

**Borrowing Policy** (link) **Online Catalog**

**Reciprocal Borrowing** Undergraduate \_x\_\_ Graduate \_x\_\_ Staff/Faculty \_x\_\_

*CURRENT VIEWS.* Under Membership Tab – click and it goes to the Membership Page,

See -- <http://valenj.org/members/member_institution/all> .ONE listing per institution. Has Institution Name (link- goes to **VALE profile page**) and Institution URL (link- goes to main site for the institution)

1. **VALE MEMBER PROFILE PAGE (current)** *Nine Elements*

Consortium Member:  Yes

Members Council:  Yes

Branch Campus:  No

General Contact:  [Mark Thompson](http://valenj.org/users/mthompson)

Reciprocal Borrowing Agreement Types:

* Faculty
* Graduate Student
* Undergraduate Student

Reciprocal Borrowing Contact(s):  [Mark Thompson](http://valenj.org/users/mthompson) ; [Jennifer Miller](http://valenj.org/users/jgmiller)

Institution URL:  <http://middlesexcc.edu/academics/library.html>

Catalog Link:

<http://librarycatalog.lmxac.org/uhtbin/cgisirsi/x/x/0/57/49?user_id=MCCWEB>

Circulation Policy:

<http://middlesexcc.libguides.com/content.php?pid=207139&sid=1727689>

**Next listing adds mailing address; phone and fax #s.**

1. **MEMBER’S COUNCIL DIRECTORY (current)** -EXAMPLE LISTING

| **Member** | **General Contact** | **Address** |
| --- | --- | --- |
| [Atlantic Cape Community College](http://valenj.org/members/atlantic-cape-community-college) | [Janet Marler](http://valenj.org/users/janet-marler) [jmarler@atlantic.edu](mailto:jmarler@atlantic.edu) Phone: 609-343-4937 Fax: 609-343-4957 | Atlantic Cape Community College  5100 Black Horse Pike  Mays Landing, NJ 08330-2699 |

**Next includes Members Council contact name, email, phone, and status**

1. **MEMBERS OF THE MEMBERS’ COUNCIL COMMITTEE** – EXAMPLE LISTING

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Institution | Contact Information | Role / Term |
| [Linda](http://valenj.org/users/lindabeninghove) [Beninghove](http://valenj.org/users/lindabeninghove) | Stevens Institute of Technology | linda.beninghove@stevens.edu 201-216-5412 | Member |

**Last includes VALE Reciprocal Borrowing Contact person, phone, email**

1. **RECIPROCAL BORROWING**

PARTICIPATING LIBRARIES FOR …… Example: Undergraduate Students, ALSO Faculty and Staff; and Graduate Students.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| [Catalog Link[sort icon](http://www.valenj.org/services-resources/under-grad-glossary-members/all?order=title&sort=desc)](http://www.valenj.org/services-resources/under-grad-glossary-members/all?order=title&sort=desc) | Circulation  Policy | Contact Person | Telephone | E-mail Address |
| [Montclair State University](http://montclair.worldcat.org) | [Policy](http://www.montclair.edu/library/services/) | Denise OShea | 973-655-2098 | [oshead@mail.montclair.edu](mailto:oshead@mail.montclair.edu) |

ISSUES

Use the word, “Campus” as our accrediting body, MSCHE, does. Basically a campus is where a student can complete an entire degree.

Other sites -- For additional library sites (campus or otherwise), use institutional link(s) to them, along with the words used, such as branches, satellites, urban centers, etc.,.

Two different profiles -- The MEMBER PROFILE gives the institutional info, i.e. main campus; the RECIPROCAL BORROWING PROFILE could profile additional campuses or sites that act as a separate borrowing agent.

UPDATE PROCESS

Build the basic profile elements and email it as a webpage fill-in-the-blank form to the Directors.  If they do not respond, VALE staff would have to call.