



## **Memorandum of Understanding Regarding the Triangle Research Libraries Network (TRLN)**

*A cooperative endeavor of Duke University, North Carolina Central University, North Carolina State University, and The University of North Carolina at Chapel Hill*

### **Historical Note**

Cooperation among the academic research libraries of the Research Triangle dates to 1933 when the presidents of the University of North Carolina and Duke University created the Committee on Intellectual Cooperation. Library cooperation became the strongest and most enduring component of the 1935 Program of cooperation of the Universities. This cooperation later expanded to include the libraries of North Carolina State University and North Carolina Central University. For most of its history, the cooperative programs consisted of coordinated collection development and resource sharing.

Library cooperation was revitalized in 1977 when the Triangle Universities Library Cooperation Committee (TULCC) was formed to develop a technical and organizational support system for resource sharing. The name Triangle Research Libraries Network was adopted in 1980. The first memorandum of understanding (MOU) was signed in 1984 and revised in 1987. They emphasized the systems development mission of TRLN, narrowly defining its purpose as "to develop and maintain a network of online catalogs and other automated library systems." Subsequent versions of the MOU expanded to include the leveraging of institutional resources to improve access to information for our users in a technologically advanced environment.

### **Mission**

The Triangle Research Libraries Network is a collaborative organization of Duke University, North Carolina Central University, North Carolina State University, and the University of North Carolina at Chapel Hill, the purpose of which is to marshal the financial, human, and information resources of their research libraries through cooperative efforts in order to create a rich and unparalleled knowledge environment that furthers the universities' teaching, research, learning, and service missions.

### **Membership**

- A. Member Institutions.** The member institutions of TRLN are Duke University, North Carolina Central University, North Carolina State University, and the University of North Carolina at Chapel Hill.
- B. Requirements for Membership**
  1. Member institutions must:
    - a. be institutions of higher education

- b. have a library
  - c. consent to this Memorandum of Understanding as attested by the ratifying signature of their president or chief executive offices and,
  - d. assume fiscal responsibility for support of TRLN. Such fiscal responsibility includes the assessment of annual dues, proportional costs of joint projects and other assessments as all be mutually agreed upon.
2. The Governing Board may recommend the addition or removal of member institutions to the chief executive officers of the member institutions.
  3. Continuance of membership requires that all annual dues and assessments be remitted within the current fiscal year and on a semiannual or more frequent basis.
  4. The chief executive officer of a member institution may withdraw his/her institution from membership in TRLN by written notice to the chief officer of every other member institution. Such notice must be given at least one year in advance of the effective date or longer, as may be required by the particulars of TRLN contractual obligations with third parties.

## Governance

### A. Governing Board

1. Responsibilities. The ultimate authority within TRLN is the Governing Board. The Governing Board is responsible for retaining qualified executive leadership for TRLN, establishing policy, approving operating budgets, overseeing assets, and setting strategic directions.
2. Membership. The membership of the Governing Board consists of the Provosts of the member institutions, the University Librarian from each member institution, and the TRLN Executive Director, *ex officio*.
3. The chair of the Governing Board is a provost of a member institution. The chair rotates among the member institutions on two-year terms.
4. Meetings.
  - a. Annual Meeting. The Governing Board meets at least annually, at such a time and place as the chairperson of the Board may determine, given reasonable written notice of time and place to the members of the board.
  - b. Special Meetings.
    - i. Special meetings may be called by the chairperson upon written request from two or more members of the Board specifying the business to be transacted at the meeting.
    - ii. Special meetings may be held at such a time and place as the chairperson of the Board may determine, giving the members of the Board reasonable notice of time, place, and the business to be transacted.
  - c. Quorum. A quorum consists of a majority of the members of the Board, including one from each member institution.

### B. Executive Committee.

1. **Responsibilities.** The Executive Committee engages in planning, conducts mid-year budget reviews, plans the annual board meeting, and makes decisions as necessary between meetings of the full Board.
2. **Membership.** The membership of the Executive Committee consists of the University Librarians and the TRLN Executive Director, *ex officio*.
3. **Chair.** The chair of the Executive Committee shall be a library director from the same member institutions as the chair of the Governing Board. The chair rotates among the member institutions on two-year terms.

**C. Advisory Council**

1. **Responsibilities.** The Advisory Council identifies and studies issues of interest to the directors and library staff and provides advice and counsel to the Executive Committee concerning TRLN planning and operations.
2. **Membership.** Composition of the Advisory Council is defined in the addendum.

- D. Decision Making.** The Governing Board and Executive Committee proceed in decision making by unanimous consent of the members in good standing. When formal votes are taken, each member institution in good standing has one vote, and no project or action shall be undertaken nor any policy adopted without unanimous consent of the members in good standing.

**Staff**

- A. Central Staff.** TRLN has a central staff to support cooperative endeavors of the member institutions. This central staff consists of an Executive Director and such other regular staff as may be necessary to accomplish its goals. All permanent and temporary staff are under the direction of the Executive Director.
- B. Temporary Staff.** TRLN also employs temporary project staff as is appropriate to pursue funded projects. Member institutions may assign staff from time to time as appropriate for projects that may be underway.

**Host Institutions and Other Support**

- A. Host Institution.** TRLN is hosted by one of the member institutions, hereafter designated as the host institution.
  1. **Responsibilities of the host institution.** The host institution provides space for TRLN staff and operations and certain kinds of administrative support on terms agreeable to the Governing Board and the host institution. The host institution and TRLN Executive Director will agree on standard operating procedures.
  2. **Term.** The period for serving as a host institution shall be a minimum of three years and may be re-negotiated for additional three-year periods with the mutual consent of the Governing Board and the member institution that is willing to be host.
- B. Other Support.** Upon agreement, any member institution may serve TRLN by housing projects, supplying services, or serving as contract signatories.

**Amendment and Review**

- A. Amendment.** This Memorandum of Understanding may be amended by unanimous approval of the chief executive officers of the member institutions.

- B. Review.** At a minimum, the Governing Board shall review this Memorandum of Understanding every five years. The Governing Board shall submit to the chief executive officers for their consideration any suggested amendments that it deems worthy.

Originally Signed (1989):

Nannerl O. Keohane, President, Duke University

Julius L. Chambers, Chancellor, North Carolina Central University

Larry K. Monteith, Chancellor, North Carolina State University

Paul Hardin, Chancellor, University of North Carolina at Chapel Hill

## **Addendum of Current Practice**

### **Advisory Council**

The Advisory Council consists of up to four representatives from each member institution (at the level of library director, associate university librarian, or assistant director) and the TRLN Executive Director, *ex officio*. Representatives will be appointed by the University Librarians from the member institutions. Members serve a minimum of a two-year term. The Advisory Council meets quarterly. The TRLN Executive Director will serve as convener of the Advisory Council, and will regularly communicate the agenda and minutes of the meetings of both the Executive Committee and the Advisory Council. The Executive Committee will draw upon the expertise of the Advisory Council membership as needed for broader discussion. Executive Committee members do not serve on the Advisory Council.

### **Committee Structure**

Attendant committee structure will be organized under the TRLN Executive Director. TRLN shall be the coordinating agency for joint committees. Broad representation on committees is encouraged, and an open meeting policy will be implemented.

### **Goals**

TRLN leverages resources to accomplish the following goals:

- to extend the scope of information resources and services available to our users through libraries and campus networks
- to create new library and information services
- to make information accessible to users among member institutions in a convenient, timely, and equitable manner
- to develop and pursue strategic partnerships that enhance our ability to deliver information and services
- to provide a forum for discussing cooperative library and information issues
- to seek external funding in support of these goals
- to maintain a leadership role among universities in the provision of collaborative research library services

Signatures



11/30/18

Warwick Arden  
Executive Vice Chancellor and Provost  
North Carolina State University

Date



12/3/18

Robert A. Blouin  
Executive Vice Chancellor and Provost  
University of North Carolina at Chapel Hill

Date



12/5/18

Sally Kornbluth  
Provost  
Duke University

Date



1/16/19

Felicia McInnis Nave  
Provost and Vice Chancellor

Date

August 29, 1989: Originally signed  
May 26, 1995: Modified  
July 13, 2000: Reviewed  
November 13, 2002: Modified  
September 28, 2005: Reviewed  
December 9, 2010: Reviewed  
January 10, 2012: Modified  
October 19, 2018: Modified