

**2025-2028 Bibliographic Database Development
and Maintenance Agreement**

This Agreement made this _____ day of _____, 2024 by and between the Milwaukee County Federated Library System ("MCFLS") and the City of Milwaukee, through its Milwaukee Public Library ("MPL") as follows:

WHEREAS, MCFLS, which owns the CountyCat bibliographic database, desires to employ a sole centralized source for services related to the development and maintenance of this database, while at the same time maintaining the prerogative of MCFLS member libraries to assign call numbers and location designations for their respective materials, and to offer input for the enhancement of bibliographic records on the MCFLS CountyCat database, and

WHEREAS, MPL has indicated its capabilities and willingness to act as steward and centralized source responsible for the development and maintenance of the bibliographic and authority database of the MCFLS CountyCat during the term of this Agreement,

IT IS HEREBY AGREED AS FOLLOWS:

1. **Bibliographic Database Development**
MPL staff will provide MARC records for the MCFLS CountyCat bibliographic database which represents resources held by the member libraries of MCFLS. MPL staff will:
 - a. Provide or create MARC records for all material formats with the exception of those outlined in section 1.e and for all entries into the CountyCat bibliographic database made by member libraries for new or retrospective cataloging. MPL and MCFLS will agree upon goals for timeliness of cataloging.
 - b. Use a mutually agreed upon cataloging utility with costs and product determined under a separate agreement, which is subject to change during the contract period without nullifying anything contained herein.
 - c. Construct MARC records according to national standards, applicable cataloging utility database format guidelines and bibliographic input standards, Library of Congress rules interpretations, and MPL and MCFLS guidelines that codify practice around subjective areas of cataloging, including assigning call numbers, using current best practices and standards.
 - d. Collaborate with MCFLS to maintain and make available to member libraries cataloging standards documentation.

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e. Ensure bibliographic records will receive MARC cataloging (copy or original) and be maintained not only in the CountyCat database but also in the cataloging utility database. The exceptions will be bibliographic records that describe the following:

1. Library of Things.
2. Locally created kits.
3. Locally collected special items or ephemera.

MPL staff will bring records into the local CountyCat database from the cataloging utility database by means of a MCFLS-provided bibliographic interface and set system holdings on both the cataloging utility database and the CountyCat database.

f. If a sufficient record is unavailable from the cataloging utility database for a resource, provide original cataloging for the resource.

g. Upon request, with MCFLS and MPL agreement, implement and/or collaborate on projects and processes which enrich and/or expand the bibliographic database.

h. In keeping with the diversity, equity and inclusion goals of MPL and MCFLS, research and offer recommendations on cataloging improvements and standards.

i. Cooperate with MCFLS staff to conduct an annual audit of cataloging performance to measure cataloging quality and productivity by MPL. The resulting report is shared with LDAC and the Database Maintenance Committee annually in the first quarter of each year. If there are cataloging quality/productivity concerns based on the audit, these will be shared openly. MCFLS and MPL representatives will enter discussions to attempt to resolve the situation in a mutually satisfactory manner.

j. Ensure cataloging staff covered in this contract grow and maintain skills and knowledge necessary to perform the work outlined herein.

k. As MPL staffing levels and proficiencies allow and member libraries need, provide guidance and training on MCFLS bibliographic database standards to ensure member library cataloging is consistent, efficient and effective.

As the sole owner of bibliographic records within the CountyCat database, MCFLS may determine to allow access to bibliographic records, created and/or derived by

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MPL staff, within the CountyCat database via Z39.50 or other protocols to libraries which may benefit from access to high quality bibliographic records but may not otherwise be able to afford to access them.

2. Bibliographic Database Maintenance

MPL staff will provide ongoing maintenance to the bibliographic records in the MCFLS CountyCat database. MPL staff will:

- a. Ensure that all items are attached to appropriate bibliographic records including advising use of existing, separate or single bibliographic records using standards of MARC, cataloging utility database and MCFLS bibliographic database and considering public discoverability of resources on CountyCat.

- b. Receive, evaluate and respond to member library requests for bibliographic record enhancement, correction, suppression and/or deletion. Requests for bibliographic enhancement, correction, suppression and/or deletion will be responded to in a timely manner.

- c. Regularly audit and delete or suppress bibliographic records no longer needed from both the MCFLS CountyCat database and the cataloging utility database.

- d. Collaborate with MCFLS to maintain and make available to member libraries database maintenance standards documentation.

3. Authority Database Development and Maintenance

MPL staff will establish and maintain the database of authorized and controlled headings and associated authority records with related cross references for personal / corporate names; uniform titles; subject headings (name, topical, and geographic); and series headings. MPL staff will:

- a. Review headings used for the first time in the CountyCat bibliographic database and acquire from the cataloging utility database or authority vendor necessary authority records.

- b. Collaborate with MCFLS to maintain and make available to member libraries authority record and usage standards documentation.

- c. Act on requests from member libraries and MCFLS staff to enhance or modify authorized terms in use and evaluate these requests against established

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cataloging standards and using an inclusive lens.

d. Enhance or modify authorized terms in use as updates are issued by vocabulary authorities and/or an authority vendor, or as heading changes are found by current cataloging work.

e. Remove unused authority records as bibliographic records are deleted from the MCFLS bibliographic database or authority records become obsolete.

5. Term

The term of this Agreement shall be from January 1, 2025 until December 31, 2028. In the event this Agreement is not renewed, the parties agree to work cooperatively toward an appropriate transition of the services provided hereunder.

6. Payment

MCFLS shall pay MPL \$641,830 for the first year of the contract, covering the full payment obligation for that year. For subsequent years, the contract cost will not exceed a 3% increase over the previous year's cost. Payments to MPL will be made by MCFLS in equal quarterly installments, due by March 31, June 30, September 30, and December 15 of each year from 2025 through 2028.

7. Amending the Contract

This Agreement may be amended only upon the mutual written consent of the MCFLS and MPL.

8. Cooperation

Both parties agree to work cooperatively to identify steps which can be taken to reduce costs associated with bibliographic database development and maintenance services, while at the same time ensuring the staffing required meets the needs of the service proposed. MPL staff will work cooperatively with MCFLS staff and monitor performance measures, staffing configurations and cost estimates as may be required for the performance of this Agreement.

9. Nondiscrimination

It is City of Milwaukee's policy not to discriminate against any qualified employee or qualified applicant for employment because of an individual's sex, race, religion,

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color, national origin or ancestry, age, disability, lawful source of income, marital status, sexual orientation, gender identity or expression, victimhood of domestic abuse or sexual assault, past or present membership in the military service, HIV status, domestic partnership, genetic identity, homelessness, familial status, or an individual's affiliation or perceived affiliation with any of these categories ("Protected Classes"), pursuant to Milwaukee Code of Ordinances ("MCO") Section 109-9. If applicable, contractors and their subcontractors employing any resident of City of Milwaukee may not discriminate against any member of the Protected Classes, and such contractors must insert this clause into any subcontracts of subcontractors employing any resident of City of Milwaukee.

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IN WITNESS WHEREOF, the parties hereto have executed this Agreement, as of the
day and year written below:

MILWAUKEE PUBLIC LIBRARY

By

Dr. Mark Sain, President

Date

11-15-24

By

Joan Johnson, Secretary

Date

11/14/24

By

Jim Owczarski, City Clerk

Date

COUNTERSIGNED

By

Bill Christianson, Comptroller

Date

IN THE PRESENCE OF:

Milwaukee County Federated Library System

By

Paul M. Ziehler, President

Date

12/11/24

By

Steven Hesser, Secretary

Date

12/11/24

Approved as to form and execution this ____ day of _____, 2024

Assistant City Attorney