

07 NCAC 02H .0106 SERVICES FOR STATE AGENCIES

(a) State agencies may receive library services, such as cataloging, classification, collection assessment, metadata, digitization, digital information management, reference research, or the preservation of print and digital resources by submitting a request in writing to the State Library, 4640 Mail Service Center, Raleigh, NC 27699. All requests shall include the following:

- (1) the name and address of the State agency;
- (2) a description of the service(s) needed; and
- (3) contact information for the State agency personnel overseeing the project.

(b) The State Librarian shall determine library services considering factors that include staff availability, work priorities, and accessibility of equipment and materials.

(c) The Library and the recipient State agency shall sign a memorandum of understanding that specifies the responsibilities and relationship between the two agencies for requests made under this Rule.

History Note: Authority G.S. 125-2;

Eff. April 1, 2011;

Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. July 22, 2017;

Amended Eff. February 1, 2018.