

Taking the Steps Toward Membership and Migration

- 1) Send a letter of interest to Steve Fosselman, Pioneer Business agent at stevef@gilibrary.org
- 2) Fill out Application and Assurances Form
- 3) Pioneer Council Executive Committee approves you for membership
- 4) Execute Joint Entity Agreement
- 5) Pay your first year maintenance fee, currently a minimum of \$600 – at this point your library is a voting member of the Pioneer Consortium
- 6) Review and clean up any problems with your library's bibliographic, holdings, patron and other data; weed collection as needed
- 7) Pioneer will send a quote for migration costs – review and submit an Order and Commitment to Migrate Records to Pioneer with purchase order or equivalent document
- 8) Work with Pioneer and PTFS on a mutually agreeable schedule for migration
- 9) You will then work with experienced Pioneer members and PTFS on the actual migration

Steve Fosselman
10/18/2016