



## **Third-party Vendor Policy**

Approved by the MAGIC Governing Board on 06/27/2012

This policy clarifies the roles of and relationships between and among MAGIC support staff, any member library, and any third-party vendor, related to the implementation and/or ongoing support of any service, software, and/or equipment. When MAGIC contracts directly with any vendor, this does not constitute a third-party vendor relationship, and MAGIC support staff are responsible for implementation and/or ongoing support.

Any member library that enters into a contract directly (either individually or collectively) with a third-party vendor is responsible for implementation and/or ongoing support. MAGIC recommends contracting with SirsiDynix certified partners whenever possible. Because of the requirement for integration between various vendor products, a member library is encouraged to ask MAGIC support staff for assistance with advance planning, implementation, and/or ongoing support. MAGIC support staff will assess the task, determine the resources required, and determine under what circumstances such assistance can be provided. If providing assistance with implementation and/or ongoing support may noticeably and negatively impact services provided to other member libraries and/or the completion of other tasks and projects, MAGIC support staff will ask the requesting member library to seek approval from the MAGIC Board according to established procedures.