

**Midland Energy Library
Rules and Regulations**

I. Membership Classifications

A. Individual Memberships

1. Individual members shall be geologists, geophysicists, engineers, land persons, geo-techs, land techs, and engineering techs.
2. Individual memberships will have full voting rights and privileges of the Library. Individual memberships are not transferable.
3. Dues for individual members shall be set by the Board of Directors. Dues may be offset by volunteer work at the Library.
4. Members may not bring non-members to the Library for the express purpose of accessing information.

B. Company Memberships

1. Company memberships are issued to companies who are actively engaged in the energy industry. They may designate two (2) or more geologists, geophysicists, engineers or land persons of the company as company members. A member company shall pay the equivalent of two (2) individual member deposits to join the Library. A company may add additional memberships.
2. Company memberships may be transferred from one of the above-listed professionals to another by notification to the Library in writing. A company member shall have all rights and privileges as an individual member.
3. Company monthly dues shall be equivalent to the dues paid by an individual member times the number of members selected by the company, but in no case less than two (2).
4. The member company may request that designated employees be added as associate members. A member company may have as many associate members as designated company members.

C. Emeritus Memberships

1. Emeritus memberships may be awarded by the Board of Directors to members who have given extraordinary support and help to the Midland Energy Library. (See Appendix 1.)
2. Emeritus members shall not be required to pay dues and shall have all rights of individual members except the right to have an associate card.

D. Associate Memberships

1. Associate members must be designated and employed by the member company. Associate membership may also be issued to family members. Members should not request associate memberships for their consultants, occasional partners or friends.

2. Individual members and member companies must apply in writing to add associate members.
3. The associate shall sign in at each visit. Any chargeable activity by the associate shall be charged to the sponsoring member.

E. Inactive Memberships

1. Inactive status shall be granted for no less than six (6) months to member companies and individual members. All dues and charges must be paid before inactive status is granted. Such status will be for a maximum of one year subject to review.
2. Inactive members shall not be required to pay dues and shall have no voting rights.
3. Inactive status will not be extended to associate members.
4. Inactive members may reactivate by submitting a written request.

II. Dues

1. Dues are set by the Board of Directors and are subject to change. Dues can be waived on a Board-approved project on a month-to-month basis.
2. The deposit for company memberships shall be \$200.00 for a minimum of two (2) designated members and at the rate of \$100.00 for each additional designated member. Providing all dues and charges are paid, the deposit is refundable (at termination of membership or inactive status) if the membership is retained for six (6) months or longer.

III. Research and Education

1. Students engaged in non-profit, scientific research and education, leading to a college or university degree, shall have free access to the data of Midland Energy Library, provided that such students present written authorization from their professors, including an outline of their proposed study and anticipated completion date.
2. Professors engaged in research who plan to utilize MEL data must submit a basic plan to a MEL research and education committee for approval prior to undertaking the study. Intent is not to limit the scope of research, but to determine its non-profit nature.
3. Professors or students engage in any non-profit study utilizing Library data must provide at least one copy of the completed study to MEL in a timely fashion. "Timely fashion" shall be interpreted to mean within one month of its completion, unless extenuating circumstances, acceptable to MEL, dictate otherwise. Under no condition shall such circumstances extend beyond a six-month period. Such persons shall pay their own reproduction costs and be held responsible for lost or destroyed data.

IV. Date Check Out

1. A member and his or her associate may check out a maximum of fifty (50) logs in any work day. A member and his or her associate may have no more than 250 logs in their possession at any one time.

2. Electric logs may be checked out for a period of four (4) weeks. The check out period may be extended by request for one (1) additional week.
3. A fine of fifteen dollars (\$15.00) per log will be levied against any member account which includes or his or her associate holding logs past the expiration date without a requested checkout extension.
4. Lost logs will be charged to the member account at the replacement cost of hard copy logs. If logs cannot be found, a fine of \$50.00 per log will be charged to the member account.
5. A member and his or her associate may have a maximum of eighty (80) log microfiche checked out at any one time. Log microfiche shall be checked out for no more than two (2) working days and may be renewed for two (2) additional working days upon request.