

Memorandum of Agreement

This memorandum is intended to delineate the relationship between the zzz Public Library and the AAA User Group.

BACKGROUND

AAA User Group expressed an interest in establishing a Resource Center at zzz Public Library for patrons expressing interest in pursuing information on Macintosh software, hardware and programming. Recognizing community interest in this area, zzz Public Library has expressed a desire to develop a collection with assistance from the AAA User Group.

GENERAL TERMS

AAA User Group will provide related materials in a number of formats and zzz Public Library will provide processing and (for patron accessibility) and storage for these materials as well as housing them together with materials already in the the zzz Public Library collection.

DISPOSITION OF DONATED MATERIALS

1) ACCESSING TO COLLECTION

As with any donated item , the appropriate zzz Public Library Department Head will evaluate each item as to its suitability for inclusion in the zzz Public Library collection --in this case, as part of a special collection.

2) PROCESSING

If the item is considered appropriate for inclusion, the zzz Public Library technical Services Department will fully process it including, but not limited to cataloging, security stickers, labeling, property markings and creation of a database record.

3) EXCEPTIONS

Those materials which for whatever reason are not deemed suitable for inclusion in the collection will be returned to aaa.

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4) PATRON ACCESS

Materials will be designated either circulating or reference. The BMG will designate, at the time of donation, which materials they wish to restrict to in library usage and zzz Public Library will designate them as such. All other other donated materials will be assigned the standard loan periods, which are by media type and publication date.

5) DE-ACCESSIONING

At such time as zzz Public Library Department heads deem appropriate some materials may be de accessioned (discarded) from the collection. If this should be the case with any item originally donated by AAA User Group their representative may exercise the option of first right of refusal.

COLLECTION DEVELOPMENT

zzz Public Library welcomes suggestions for improving its collection, and encourages the BMG to offer recommendations for purchase. As with any suggestion from groups or individuals, each must be evaluated by the

appropriate zzz Public Library Head. Purchase of suggested titles will depend on such factors as departmental budget, currency of information , relation to the collection as a whole, value to the zzz Public Library patron and other factors as outlined in the zzz Public Library Collection development Policy. Every effort will be made to develop a useful, well-rounded collection of materials on the subject of Macintosh computers and their use.

SPATIAL LIMITATIONS

It is understood that all matters related to allocation of physical space for housing the collection are at the ultimate discretion of zzz Public Library staff: Director; Head, Computer Services Department; Head, Audio-Visual Department; Head, Adult Services.

USE OF EQUIPMENT

It is understood that members of aaa Macintosh User Group do not hold special status in regards to utilizing Macintosh hardware or software : rules governing such usage apply equally to all zzz Public Library patrons. However , should any zzz Public Library equipment be useful in the presentation of in-library programs or demonstrations offered to the Public by aaa Macintosh User Group, every accommodation will be made to assist in this area. Such arrangements must be made with the Head of Computer Services.

PROGRAMS

zzz Public Library encourages the aaa Macintosh User Group to present programs--especially ones of interest to the general public--designed to educate and inform the public in the area of Macintosh personal computers. Such programs must be arranged through zzz Public Library's public services Department. zzz Public Library agrees to fully publicize and promote such offerings. Any such publicity will cite aaa Macintosh User Group as co-sponsor.

PROMOTION AND PUBLICITY

It is desirable that all promotion and publicity concerning the collection and any related programming be mutually agreeable to both entities. zzz Public Library reserves the right to review any article or news release prior to its submission. All press releases produced by the zzz Public Library Public Services Department will be submitted to a representative of aaa Macintosh User Group for review. In all such media contacts, the collection is said to be represented as a service offered by zzz Public Library to its patrons.

LENGTH OF AGREEMENT

This agreement shall remain in force for a period of one year from the date of signing at which time unless either party wishes to withdraw. Project development will be monitored throughout the year.

SCOPE OF AGREEMENT

This agreement covers only those areas specifically mentioned herein. Any questions, difficulties or disputes arising through this mutually agree upon relationship will be resolved solely on the basis of zzz Public Library policies and procedures as established by the Board Of Trustees.

For the zzz Public Library;

For the aaa Macintosh User Group;

Date_____

Date_____