

MEMORANDUM OF UNDERSTANDING

Between

University of Minnesota Libraries and Library of Michigan/Michigan Department of Education

This Memorandum of Understanding and Agreement (“Agreement”) is entered into by the University of Minnesota Libraries (UMN) and the Library of Michigan/Michigan Department of Education (LM), collectively the “parties.”

RECITALS:

Whereas, UMN and LM are Federal Depository Libraries in the United States Federal Depository Library Program, and have committed to fulfilling the responsibilities of depository libraries as laid out in Chapter 19 of Title 44 of the *U.S. Code*; and

Whereas, LM has determined that it can no longer meet the regional depository needs of its region, the state of Michigan; and

Whereas, LM worked with the Michigan depository community to determine if shared regional services could be developed in the state; and

Whereas, LM put forward a call to regional depository libraries in nearby states; and

Whereas, UMN made known its interest in serving as the regional depository library for Michigan; and

Whereas, UMN has a strong history of multi-state regional depository service since serving as the regional for Minnesota since 1962 and for South Dakota since 1988; and

Now Therefore, in consideration of the mutual representations made herein, the parties hereto agree to the following:

Scope

1. Upon designation by the senators of Michigan and Minnesota, UMN will become the Regional Federal Depository Library for the State of Michigan.
2. Once UMN is designated as the Regional Federal Depository Library for the State of Michigan, LM will withdraw as a Regional Depository Library and submit a Selective Federal Depository Library profile.
3. UMN will be responsible for providing regional services to all Federal Depository Libraries within Michigan. These are the same services offered to selective depository libraries in states currently served by UMN and outlined in more detail in the appended document, *Regional*

Depository Services Provided by the University of Minnesota Libraries. The University of Minnesota Libraries, as Regional Depository Library, will:

- a) Retain at least one copy of all Government Publications either in printed or microfacsimile form as part of the UMN Regional Federal Depository Library collection.
- b) Provide copies through the UMN interlibrary loan services of tangible documents to the depository libraries of Michigan requesting a copy.
- c) Provide Reference Services through email, online chat, and telephone and answer within three (3) working days of receipt.
- d) Provide education and training opportunities to all staff within Michigan depository libraries through online video conferencing. These opportunities include quarterly regional meetings, recurring new depository librarian training, one-time training on depository management issues, and special interest training on specific subject topics (i.e., elections, census) and specific tools (e.g., American Factfinder). When possible, in-person training within Michigan will also be offered.
- e) Assist depository libraries in the disposal of unwanted Government Publications under the UMN Disposal Guidelines. Items from selectives that duplicate holdings in the regional collection that are approved by the Regional Library for disposal may be included in initiatives to digitize government publications.
- f) Provide support in depository management through phone calls, email, chat, video conferencing, virtual training and education sessions, the UMN website, and site visits.
- g) Ensure multiple forms of ongoing communication are maintained between UMN and depository libraries in Michigan including, but not limited to, listservs, quarterly regional meetings, postal mail, individual email, and telephone.
- h) Support the UMN Regional Librarian in visiting the state of Michigan once a year to attend an annual meeting of depository libraries. This annual meeting will be held in different regions of the state with the expectation that the Regional Librarian will be able to conduct site visits with depository libraries in that region of the state.

4. As the state library, LM will continue to provide services and resources related to the state of Michigan as a Selective Depository Library.

5. UMN will coordinate the revision of the Minnesota State Plan for Federal Depository Libraries to reflect the changes brought about by this agreement.

6. To ensure that the needs of all depository libraries within the region are met, UMN will create a Regional Depository Library Advisory Group. This Advisory Group will

- a) Provide input into the services offered by UMN,
- b) Work with UMN in developing education and training opportunities for the region,
- c) Work with UMN in the revision of the State Plan and in ensuring it remains an active document,
- d) Will include membership based on the number of depository libraries within each state and will include representation from all types of depository libraries (academic, public, law, special), whenever possible, and
- e) Will meet virtually at least four times a year.

The contact point for notices for the respective parties under this Agreement are as follows:

UMN: Wendy Pradt Lougee
University Librarian
University of Minnesota
499 Wilson Library
309 19th Ave S
Minneapolis, MN 55455

LM: Nancy Robertson
State Librarian
Library of Michigan
702 W. Kalamazoo St.
P.O. Box 30007
Lansing, MI 48909-7507

Unless written notification is given by either party of a change in the contact point, the above named individuals will be the parties' representatives for purposes of written communication.

UNIVERSITY OF MINNESOTA LIBRARIES

By:



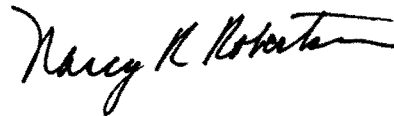
Name: Wendy Pradt Lougee

Its: University Librarian

Date: April 14, 2011

LIBRARY OF MICHIGAN

By:



Name: Nancy R. Robertson

Its: State Librarian

Date: April 14, 2011

MICHIGAN DEPARTMENT OF EDUCATION

By:



Name: Carol L. Wolenberg

Its: Deputy Superintendent

Date: April 14, 2011