

Public Library

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("MOU") is entered into on _____ between _____, located at _____, hereinafter referred to as "Library", and _____, located at _____, hereinafter referred to as "Organization".

Purpose:

The purpose of this MOU is to establish a partnership between _____ and the Organization to develop and implement library programming.

Scope of Work:

_____ and the Organization will collaborate on the development and implementation of library programming that meets the needs of the community. The programming will focus on [specific areas of interest or themes, e.g. literacy, STEAM education, cultural diversity, etc.]. _____ Public Library will provide space for the programming, as well as materials and resources as needed. The Organization will provide expertise in program development and implementation, as well as any necessary equipment or supplies.

Roles and Responsibilities:

_____ Public Library and the Organization will work together to establish specific roles and responsibilities for each partner related to the programming.

_____ Public Library's responsibilities may include promoting the programming to the community, providing staff support during the programs, and

ensuring the safety and security of the participants. The Organization's responsibilities may include developing and implementing the program, providing materials and equipment, monitoring clients, serving as caretakers, and evaluating the effectiveness of the program.

Term:

This MOU will commence on _____ and will continue until _____, unless terminated earlier by mutual agreement of _____ Public Library and the Organization.

Confidentiality:

_____ Public Library and the Organization agree to keep all confidential information confidential and not to disclose any such information to any third party without prior written consent of the other party.

Amendment:

This MOU may be amended by mutual agreement of _____ Public Library and the Organization, in writing.

Signatures:

By signing below, _____ Public Library and the Organization agree to the terms of this MOU.

_____ Public Library

Signature

Printed Name:

Title:

Date:

[Outside Organization Name]

Signature Signature

Printed Name:

Title:

Date: