



325 West State Street
Boise, Idaho 83702

p. 208.334.2150 | 800.458.3271
f. 208.334.4016

2014 Make It at your Library Project-New Library Memorandum of Understanding

Administered by the
Idaho Commission for Libraries
(PCA # 60348)

This MEMORANDUM OF UNDERSTANDING (MOU) is made and entered into by the Idaho Commission for Libraries, here after known as the COMMISSION, and the _____ [insert participating library name], here after known as the PARTNER.

This Memorandum of Understanding is made in reference to the following facts:

RECITALS

The COMMISSION is the administrator of Institute of Museum and Library Services LSTA grant #LS-00-13-0013-13, awarded April 25, 2013. LSTA funds will be used to implement this project.

IN CONSIDERATION OF THE PROMISES STATED, THE PARTIES AGREE AS FOLLOWS:

I. STATEMENT OF PURPOSE: To promote the idea of *makerspaces* and create *makers* within the library's community by providing the necessary materials and training to implement creative Science, Technology, Engineering, Arts, and Math (STEAM)-based programming for tweens and teens. The project has three primary goals:

- Encourage new technologies to support access to information and services;
- Assist the library in developing events and services to keep the Idaho library community engaged with the emerging trends in information access;
- Introduce the concept of stealth programming as a way to involve tweens and teens in informal programming.

To fulfill these goals, participating PARTNERS will receive maker manipulative kits, customized curriculum, technical support, and intensive training throughout the one year project. The point of contact for the COMMISSION will be Erica Compton, Project Coordinator, at (208) 334-2150, or erica.compton@libraries.idaho.gov.

II. SCOPE OF WORK:

A. DURING THIS PILOT PROJECT, EACH NEW PARTNER IS REQUIRED TO:

- Participate in the *Make It at your Library* project from January 1-December 31, 2014.
- Identify a staff person as a point of contact,
- Identify at least two and not more than three staff to attend three face-to-face and three-five virtual trainings.

- Demonstrate a basic understanding of the makerspace concept and how it is being used in libraries.
- Dedicate an area to be used as a makerspace (dedicated or temporary/mobile).
- Share benefits of makerspaces and maker programming with staff.
- Act as an ambassador in the community for the benefits of makerspaces and maker programming.
- Promote Make It programs for tweens and teens.
- Develop and implement one maker-based tween/teen program during the month of March in celebration of Teen Tech Week; at least three more similar programs before the training scheduled for May 2014, and four more programs during the last six months of the project (July – December 2014), including at least one Summer Reading program tied to *Spark A Reaction* theme.
- Develop and implement at least six “stealth” (informal) programs during the project year.
- Submit to the COMMISSION any evaluation tools used during the project.
- Submit the Summary Report to the Commission by December 31, 2014.

B. DURING YEAR TWO OF THE MAKERSPACE PROJECT, THE COMMISSION WILL:

- Pay the following costs related to the project:
 - Pay allowable travel, lodging, and per diem costs associated with trainings for two-three staff attending three required face-to-face trainings.
- Provide the COMMISSION staff to participate in the training along with library staff.
- Provide up to two additional *Make It at the Library* banners to the PARTNER sites.
- Consult with participants as needed.
- Collect and share information regarding makerspaces and maker programming with PARTNERS.
- Coordinate all onsite and virtual trainings.
- Collect and share best practices learned through the project with the Idaho library community and PARTNERS throughout the project.
- Establish, facilitate, and guide mentor-mentee relationships.

C. PARTICIPATING PARTNERS WILL RECEIVE:

- One BrickLab Survey Kit (includes curriculum materials);
- Four Discover E! Kits (includes curriculum materials);
- One Robotics Education Pack;
- One 3D printer;
- Custom kits with soldering tools, electronics, and other related materials;
- Five and a half days of face-to-face training focusing on the benefits and creation of makerspaces and the effective use of maker resources, tentatively scheduled for February 2014, May 2014, and November 2014, in Boise;
- *Make It at the Library* Banner and promotional materials;
- Three to five one-hour webinars customized to meet the needs of the participants;
- Survey evaluation tools for use with teens and community members;

III. Amendment

Amendment to this document may be made if the terms herein are found to be inaccurate, need to be modified for compliance purposes, or if it is deemed in the best interests of the parties of this MOU. This



MOU may be amended through a mutual agreement of the parties. A written notification of any new terms must be signed by all parties.

IF THE PARTICIPATING PARTNER DOES NOT MEET THE EXPECTATIONS OUTLINED IN THIS MEMORANDUM OF UNDERSTANDING, IT AGREES TO RETURN, AT ITS OWN EXPENSE, ALL MATERIALS AND CURRICULUM TO THE COMMISSION.

PARTICIPATING PARTNER

IDAHO COMMISSION FOR LIBRARIES

Library Name
Address
City, State, Zip Code

Idaho Commission for Libraries
325 West State Street
Boise, Idaho 83702-6072

Name, Library Director

Ann Joslin, State Librarian

(Signature of Library Director Librarian)

(Signature of Ann Joslin, State Librarian)

(Date Library Director signed)

(Date State Librarian signed)

ASSIGNED STAFF PERSON

(Signature of Assigned Staff)

(Date Assigned Staff signed)

Staff's work address

Staff's email address

City, State, Zip Code

Staff's library phone number