This MEMORANDUM OF UNDERSTANDING (MOU) is made and entered into by the Idaho Commission for Libraries, hereafter known as the COMMISSION, and the _____________________ [insert participating library name], hereafter 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 STEAM 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 YEAR TWO OF THIS PILOT PROJECT, EACH RETURNING PARTNER IS REQUIRED TO:
   • Participate in the Make It at your Library project from January 1-December 31, 2014.
   • Identify one staff to attend three face-to-face and three virtual trainings.
This can be either a staff person who did not participate in year one of the project or someone retaking the course.

- Mentor new participants though webinars, presentations, and face-to-face assistance where possible.
- 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.
- Provide outreach to, or partner with, a school library in making activities.
- Promote the 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.
- Create and submit to COMMISSION one of the following by May 31, 2014 to help promote the project:
  a. Presentation (Powtoon or video) on promoting the maker culture;
  b. Written documentation of one successful and ongoing partnership;
  c. Presentation/video on making or on a maker project;
  d. Written lessons learned on inventory management or setting up a makerspace;
  e. A design for 3d printed badge or pin; electronic pin, or other promotional item that promotes the *Make It at the Library* brand.
- Submit to the COMMISSION any evaluation tools used during the project.
- Submit the Summary Report to the Commission by December 31, 2014.
  - Establish maker programming in a second branch of pilot library including purchased and/or sharing of materials and by providing consistent programming.

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

- Pay the following costs related to the project:
  a. Pay allowable travel, lodging, and per diem costs associated with trainings for one staff attending three required face-to-face trainings.
  b. Provide materials and tools customized to each PARTNER’S needs up to $2,000 to expand existing or add new maker programs and spaces.
- 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 STEAM 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.
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.

<table>
<thead>
<tr>
<th>PARTICIPATING PARTNER</th>
<th>IDAHO COMMISSION FOR LIBRARIES</th>
</tr>
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<tbody>
<tr>
<td>Library Name</td>
<td>Idaho Commission for Libraries</td>
</tr>
<tr>
<td>Address</td>
<td>325 West State Street</td>
</tr>
<tr>
<td>City, State, Zip Code</td>
<td>Boise, Idaho 83702-6072</td>
</tr>
<tr>
<td>Name, Library Director</td>
<td>Ann Joslin, State Librarian</td>
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</tbody>
</table>

(Signature of Library Director)  
(Signature of Ann Joslin, State Librarian)

(Date Library Director signed)  
(Date State Librarian signed)

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<tr>
<th>ASSIGNED STAFF PERSON</th>
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<tbody>
<tr>
<td>(Signature of Assigned Staff)</td>
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<tr>
<td>Staff’s work address</td>
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<tr>
<td>City, State, Zip Code</td>
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