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MEMORANDUM of UNDERSTANDING

This Memorandum of Understanding (MOU) is made and entered into by the Idaho Commission for Libraries, here after known as the ICfL, and the _____ Library, here after known as the LIBRARY.

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

RECITALS

The ICfL is the administrator of Federal funds provided through the Library Services and Technology Act (LSTA).

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

- I. **STATEMENT OF PURPOSE:** The project's goals are to support the creation of a *Maker Space* within the library by providing the necessary materials and training to implement creative Science, Technology, Engineering, and Math (STEM)-based programming for tweens and teens. The project will encourage the use of new technologies to support access to information and services, assist libraries in developing events and services to keep the Idaho library community engaged with the emerging trends in information access, and introduce the concept of stealth programming as a way to involve tweens and teens in informal programming. It is our goal to encourage the delivery of library services to digital users "where they live."

To fulfill this goal, libraries will receive intensive training to effectively implement a *Maker Space* within their library and STEM-based programs for tweens and teens. The ICfL will provide participating libraries with STEM manipulative kits, customized curriculum, and technical support.

II. **SCOPE OF WORK:**

A. DURING THIS PILOT PROJECT, EACH PARTICIPATING LIBRARY WILL RECEIVE:

- One BrickLab Survey Kit (includes curriculum materials),
- Four Discover E! Kits (includes curriculum materials),
- One Carnival Ride Summer Camp Kits (includes curriculum materials),
- Five days of face to face training focusing on the benefits and creation of *Maker Spaces* and the effective use of STEM resources, tentatively scheduled for February 11-12, 2013, May 2013, and November 2013, in Boise,
- Three to five one-hour webinars customized to meet the needs of the participants,
- Survey and evaluation tools for use with teens and community members.

B. DURING THIS PILOT PROJECT, THE IDAHO COMMISSION FOR LIBRARIES WILL:

- Pay all costs related to pilot project as outlined in this document,
- Pay allowable travel, lodging, and per diem costs associated with trainings for at least two, and not more than three library staff attending required face to face trainings,
- Provide the ICfL staff to participate in the training along with library staff,
- Consult with participants as needed,
- Collect and share information regarding *Maker Spaces* and STEM programming with participating libraries,
- Coordinate all onsite and virtual trainings,
- Collect and share best practices learned through the project with the Idaho library community.

C. DURING THIS PILOT PROJECT, PARTICIPATING LIBRARIES WILL:

- Identify a library staff person as a point of contact for this project,
- Identify at least two, and not more than three library staff to attend all required face to face trainings,
- Identify at least one staff to participate in virtual trainings,
- Demonstrate a basic understanding of the *Maker Space* concept and how it is being used in libraries,
- Establish a *Maker Space* area in their library;
- Implement one STEM-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 2013, and four more programs during the last six months of the project (July – December 2013)
- Share benefits of *Maker Spaces* and STEM programming with staff,
- Submit to the ICfL any and all surveys completed as part of the pilot project,
- Act as an ambassador for the benefits of *Maker Spaces* and STEM programming in the library,
- Submit a final evaluation to the ICfL at the end of the project.

D. COSTS TO THE PARTICIPATING LIBRARIES:

- At least two staff persons' time to attend face to face trainings,
- One staff person's time to attend all virtual trainings,
- An area to be used as a *Maker Space* throughout the pilot project,
- At least two staff persons' time to develop and implement at least eight STEM-based programs utilizing the materials and curriculum provided,
- At least one staff person's time to develop and implement at least six stealth programs in the *Maker Space*,
- Marketing costs related to promoting the STEM programs for tweens and teens.

E. 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 LIBRARY 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 IDAHO COMMISSION FOR LIBRARIES.



PARTICIPATING LIBRARY

Library Name
Address
City, State, Zip Code

Name, Library Director

(Signature of Library Director)

(Date Library Director signed)

ASSIGNED STAFF PERSON AS CONTACT

(Signature of Assigned Contact Person)

Contact person's work address

City, State, Zip Code

STAFF PERSON ASSIGNED TO PROJECT

(Signature of staff)

STAFF PERSON ASSIGNED TO PROJECT

(Signature of staff)

IDAHO COMMISSION FOR LIBRARIES

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

Ann Joslin, State Librarian

(Signature of Ann Joslin, State Librarian)

(Date State Librarian signed)

(Date Assigned Contact Person signed)

Contact person's email address

Contact person's library phone number

(Date signed)

(Date signed)