Make It at the Library Project-2017 Cohort
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, 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-00-15-0013-15, awarded January 28, 2015. 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 making and creating 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 all ages. The project has four primary goals:

- Encourage the use of technology 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;
- Train library staff in the role of facilitator in programming efforts;
- Encourage library staff to share maker knowledge and resources with community partners.

To fulfill these goals, participating PARTNERS will receive maker tools, customized curriculum, a community education kit and training. The point of contact for the COMMISSION will be Tammy Hawley-House, Project Coordinator, at (208) 334-2150, or tammy.hawley-house@libraries.idaho.gov.

II. SCOPE OF WORK:
A. DURING THIS PROJECT, EACH PARTNER IS REQUIRED TO:

- Participate in the Make It at the Library project from January 1 – August 31, 2017;
- Identify a staff person to act as point of contact, project leader, and attend a two-day training at one of three locations. Trainings are scheduled for:
  a. March 6 & 7 in Pocatello
  b. March 15 & 16 in Sandpoint
c. March 28 and 29 in Lewiston
• If desired, identify one additional staff to attend the trainings described above.
• Read and complete homework assigned before training;
• Demonstrate a basic understanding of the concept of making, the maker movement, design thinking, and how they are being used in libraries;
• Identify a dedicated or temporary/mobile area to be used for making activities;
• Share benefits of making and maker programming with staff;
• Identify and collaborate with at least one community partner to share maker knowledge and community educational kits;
• Develop a system to promote and make available a community education kit;
• Develop and implement two maker-based programs by August 3, 2017;
• Develop and implement at least one “stealth” (informal) program during the project period;
• Develop and implement as least one community partner training;
• Submit to the COMMISSION any evaluation tools used during the project;
• Submit the Summary Report to the COMMISSION by August 31, 2017.

B. DURING THIS PROJECT, THE COMMISSION WILL:
• Coordinate travel stipend on behalf of PARTNER with the STEM Action Center;
• Provide the COMMISSION staff to participate in the training along with library staff;
• Consult with PARTNERS as needed;
• Collect and share information regarding makerspaces and maker programming with PARTNERS;
• Coordinate all training;
• Collect and share best practices learned through the project with the Idaho library community and PARTNERS throughout the project.

C. PARTICIPATING PARTNERS WILL RECEIVE:
• Two days of face-to-face training focusing on the benefits of making and the effective use of maker resources;
• A travel stipend for each attendee (up to two attendees). Travel stipend will be issued by the STEM Action Center. Stipends will be based on the distance in miles between the PARTNER library and the closest Make It training location.
  o $350 for distances over 100 miles
  o $250 for distances between 50 and 100 miles
  o $0 for distances under 50 miles
It is assumed that this stipend will cover all related travel costs (transportation, hotel and meals not provided at training).
• Make It at the Library Banner;
• Materials, tools, and resources in support of maker programming, including: Edison robots, Makey Makeys, Circuit blocks, Make-do kits, and books;
• Evaluation tools;
• A community education kit consisting of 30 Edison robots, batteries and curriculum to be made available for community partner use.
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, EXCLUDING CONSUMABLES, TO THE COMMISSION.

PARTICIPATING PARTNER

Library Name
Address
City, State, Zip Code

{Insert Name}, Library Director, Principal or Dean of Academic Library

(Signature of Library Director)  (Signature of Ann Joslin)
(Date Library Director signed)  (Date State Librarian signed)

{Insert Name}, LEAD STAFF PERSON

(Signature of Lead Staff)  (Date Lead Staff signed)

Staff’s work address

City, State, Zip Code

Staff’s email address

Staff’s library phone number

{Insert Name}, ADDITIONAL ATTENDING STAFF PERSON (OPTIONAL)

(Signature of additional attending staff)  (Date additional attending staff signed)

Staff’s work address

City, State, Zip Code

Staff’s email address

Staff’s library phone number