
The Idaho Commission for Libraries assists libraries to build the capacity to better serve their clientele.

Make It at the Library Project-2016 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, 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-00-15-0013-15, 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 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 Sue Walker, Library Consultant, at (208) 334-2150, or Sue.walker@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 - June 30, 2016.
- Identify a staff person as a point of contact.
- Identify two staff to attend two, three-day face-to-face and up to three virtual trainings. Trainings are scheduled for February 24-26, 2016 and May 4-6, 2016, in Boise.

- Demonstrate a basic understanding of the concept of making, the maker movement, and design thinking and how they are being used in libraries.
- Identify an area to be used for making (dedicated or temporary/mobile).
- Share benefits of making and maker programming with staff.
- Act as an ambassador in the community for the benefits of making 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; implement at least three additional similar programs before the training scheduled for May 2016, and two additional programs before the end of the project (June 30, 2016),
- Develop and implement at least four “stealth” (informal) programs during the project period.
- Submit to the COMMISSION any evaluation tools used during the project.
- Submit the Summary Report to the COMMISSION by August 1, 2016.

B. DURING THIS 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 staff attending the two required face-to-face trainings.
- Provide the COMMISSION staff to participate in the training along with library staff.
- Provide up to two *Make It at the Library* banners to the PARTNER sites.
- Consult with PARTNERS 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.

C. PARTICIPATING PARTNERS WILL RECEIVE:

- Materials, tools, and kits in support of maker programming (specifics to be determined);
- Six days of face-to-face training focusing on the benefits of making and the effective use of maker resources, scheduled for February 24-26, 2016 and May 4-6, 2016, in Boise.
- *Make It at the Library* Banner and promotional materials;
- Up to three one-hour webinars customized to meet the needs of the participants;
- 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, EXCLUDING CONSUMABLES, 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

{Insert Name}, Library Director

Ann Joslin, State Librarian

(Signature of Library Director)

(Signature of Ann Joslin)

(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