**MEMORANDUM OF UNDERSTANDING**

BETWEEN INDIANA FEDERAL DEPOSITORY LIBRARIES CONSTITUTING THE INDIANA FEDERAL DOCUMENTS LIGHT ARCHIVE

This Memorandum of Understanding (MOU or agreement) and the accompanying Indiana Light Archive Collection Stewardship Guidelines document constitutes and outlines an agreement between the Indiana federal depository libraries constituting the Indiana Light Archive for Federal Documents—Indiana State Library, as the U.S. Government Regional Depository Library, Indiana University, Purdue University, and University of Notre Dame—for an exchange of services that will result in permanent public access to tangible U.S. Government information for Indiana residents.

**I. PURPOSE**

The purpose of this MOU is to set forth the terms and conditions under which the Indiana Government Document Light Archive partners will provide public access to tangible format U.S. Government information for the benefit of the Federal Depository Library Program (FDLP), Indiana’s selective depositories, and citizens. It is the goal of this agreement and archive participants to improve public access and services to U.S. government documents and information.

**II. SCOPE**

This MOU and the accompanying Indiana Light Archive Collection Stewardship Guidelines document defines the services and key project parameters to be provided to Indiana citizens and selective federal depositories by the Light Archives for Federal Documents four collection steward libraries—Indiana State Library (the U.S. Government Regional Depository Library), Indiana University, Purdue University, and University of Notre Dame, including:

* Responsibility for maintaining content for public access.
* Providing the content without copyright restrictions
* Responsibility for providing reference service
* Responsibility for providing document delivery service
* Responsibility for providing professional development and training
* Responsibility for cataloging
* Responsibility for project expenses
* Responsibility for statistics and reporting
* Responsible parties in each institution
* Establishes a mechanism for modifying, extending, or terminating the MOU

**All FDLP regional requirements will continue to be followed**.

**III. TERMS OF AGREEMENT**

A. The Collection Steward Libraries shall:

1. Coordinate, maintain, and further develop collection content for each federal agency for which they assume responsibility. Steward agency responsibilities assumed by these libraries can be found at
2. Purchase print and electronic monographic and serial information resources providing substantive information about these agencies, their programs, and officials to enhance user understanding of these agencies historical and contemporary evolution.
3. Provide or ensure the availability of cataloging for these resources so that all Indiana citizens can easily locate and obtain U.S. Government material.
4. Provide document delivery of materials in a timely and effective manner.
5. Provide reference and instructional services for these collections.
6. Conduct regular professional development sessions for Indiana libraries on finding and using U.S. Government information resources. These sessions can be done on-site or virtually.
7. Compile annual statistics and a report on activities.
8. Encourage the seeking of grant funding for individual institutional or consortial resource purchases for collection enhancement, access, and preservation.
9. Follow professionally recognized best practices in collection reservation and user services.
10. Notify GPO in the event they can no longer perform their responsibilities under terms of this memorandum at least ninety (90) before terminating their responsibilities.

**IV. PROVISIONS FOR DISPOSITION AND MATERIALS TRANSFER IF MOU TERMINATION OCCURS**

* 1. Collection steward libraries shall notify each other if potential problems arise that may keep them from carrying out their responsibilities. They may collaborate on finding financial or other solutions to such problems.
  2. In the event a collection steward is unable to fulfill some or all of their obligations, they shall notify other collection stewards to see if any of them can assume those obligations on a temporary or permanent basis. If one steward is unable to fulfill certain obligations, and no single steward is able to assume those obligations, the obligations may be divided among two or more stewards.
  3. Those libraries involved in assuming new stewardship obligations will work out procedures for transferring those materials on a case-by-case basis.
  4. The Indiana State Library, as Indiana’s regional depository library, will retain its status as the holder of last resort for federal depository materials.

**V. FINANCIAL TERMS AND PAYMENT**

No funds are to be exchanged between the Indiana Government Document Light Archive stewards in connection with the provision of services under this agreement.

**V. CONTACTS**

Indiana State Library Purdue University Libraries

Roberta Brooker Bert Chapman

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Email Email

Phone Phone

Indiana University Library University of Notre Dame Library

Lou Malcolmb Laura Bayard

Address Address

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**VI. EFFECTIVE DATE/DURATION/AMENDMENTS**

This agreement is effective as of the date of signature by all authorized representatives indicated below and shall last for five years thereafter. The MOU may be extended or amended to allow for related efforts by mutual agreement of the parties. Any party may withdraw from this agreement upon one hundred eighty (180) days written notice to the other stewards.

**VII. ACCEPTANCE BY:**

Indiana State Librarian Date

Indiana University, Dean of Libraries Date

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6/26/2022