

Montana Shared Catalog Partner Resource Sharing Group  
Memorandum of Understanding (MOU)

1. Parties

This memorandum of understanding (MOU) is made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ by and between the Montana Shared Catalog Partner Resource Sharing Group (Partners), a subgroup of the Montana Shared Catalog (MSC), Montana State Library, P.O. Box 201800, Helena, MT 59620, and (Library), (Library Address) wishing to become a member of Partners.

2. Purpose

Partners is a cooperative multi-type library system serving academic, public, school, and special libraries in the state of Montana. The Vision of Partners is to be a source of enhancement and inspiration for the Montana library community. The mission of Partners is to facilitate collaboration and cooperation between member libraries to improve and expand access to and delivery of library materials.

The members agree to the terms set forth in the Bylaws and Membership Policies and Procedures of the Partners, available online on the Montana Shared Catalog website maintained by the Montana State Library.

3. Effective Dates

This MOU is effective upon written approval by both parties and expires when membership is terminated in writing by either party pursuant to paragraph 4g of this MOU or pursuant to Article IV, Sections 2 or 3 the Bylaws.

4. Montana State Library (MSL) Administration

The Montana Shared Catalog staff conducts administrative management of partner libraries' use of the catalog. The MSC staff may run reports, make global changes, and monitor other procedural activities on behalf of the membership.

5. Library Responsibility

- a. Fulfill all policies and procedures as set forth in the Partners Standard Operating Procedures
- b. Attend bi-monthly conference calls and at least one in-person meeting each year in conjunction with the MSC meetings
- c. Present the membership with an acceptable materials transportation plan that includes timely transportation to and from other Partner libraries
- d. Become a member of the Partners Libraries listserv
- e. Purchase and make available to all Partners libraries popular materials requested by your cardholders.
- f. Run all weekly and monthly reports to determine purchase requirements based on customer requests and holds.
- g. Give a 30-day written notice by the governing authority to terminate membership if all outstanding obligations to the MSC are current

6. Contacts  
Montana State Library  
MSC Partners Chair

---

(Signature of Library Director)

---

(Signature of Library Board Chair)