**Memorandum of Understanding Relating to Core Resources and Services Following a Disaster**

**Participating libraries:**

**Purpose:** The purpose of this Memorandum of Understanding (MOU) is to establish a framework through which participating libraries might endeavor to assist one another following a disaster which exceeds the response capability of an affected library. The MOU outlines the ways personnel, services and communications can be conducted in time of emergencies such that an affected library would be supported in its efforts to provide needed and/or essential information for its users, clients and patrons.

Through this MOU, no library is committed to provide specific services or to offer aid that exceeds its resources and abilities as determined by that library in its sole discretion. Generally, the parties intend a framework of speedy initial assistance for a period that would not exceed seven (7) days. That period could be extended if agreed upon by the partnering library or libraries.

**Definition of a disaster:** A disaster is an occurrence such as a hurricane, tornado, storm, flood, high water, earthquake, drought, blizzard, pestilence, famine, fire, explosion, building collapse, transportation wreck, terrorist event, bioterrorist event, pandemic, power failure or other similar natural or man-made incident(s).

**Method of cooperation:** On a biannual basis (recommended dates: on or near the first day of spring and the first day of winter) the partner libraries will update each other regarding any changes related to this MOU. The participants may also amend this MOU to better reflect their mutual understandings and commitments at that time.

**Responsibilities of the Library Partners:**

**Activation/Warning/Communications:** The following items should be completed as agreed to by the partner libraries and detailed below and/or with an attached Addendum (if more space is needed). Determine how and when to request activation of support during a disaster or if there is a need to advise a partner there may be a need to activate, depending upon weather or other warning systems.

**Whom to contact:** (include staff tree, names, titles and/or alternates)

**How to contact:** (include phone tree, cell phones, addresses, fax, email and indication of home or office information)

**Services offered** (Check all that apply and specify definitions, parameters or limits, if any, on attached page.)

* Interlibrary Loan
* Ask A Librarian/Chat
* Online Resources Support
* Other:
* Other:

**Cost recovery:**

The partnering libraries agree that each will cover any costs associated with its delivery of support or aid to another partner and that each, therefore, has the sole discretion to determine what resources and support it can provide to another library in the event of a covered disaster.

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| **Signature:** | **Signature:** |
| **Print name:** | **Print name:** |
| **Title:** | **Title:** |
| **Library:** | **Library:** |
| **Institution:** | **Institution:** |
| **Address:** | **Address:** |
|  |  |
| **Date:** | **Date:** |

**April 2011 Update**