

nhaisLOCAL
The Park Street Foundation

SAMPLE MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is made between the Park Street Foundation, 20 Park Street Concord, New Hampshire and the **Lilac Public Library** (the library) for the purpose of achieving the installation of a nhaisLOCAL Koha integrated library system at the library.

The Park Street Foundation will serve as the Fiscal Agent for this project and will collect from the library all fees required by the contract between ByWater Solutions (Santa Barbara, California) and the Park Street Foundation for the implementation of the system including the configuration of the system for the individual library, loading of bibliographic, holdings, patron, and circulation data, and hosting and maintenance of the system for one year. Specific pricing and other details are outlined in documents available at <http://nhaisLOCAL.blogspot.com>.

The library will follow the procedures for support of the system established by the State Library regarding contacting ByWater for support of the system.

The Park Street Foundation will provide an invoice (payable net 30) to the library to cover implementation, training, hosting and support for one year. Implementation work on the Koha system for the library will not begin until these funds are received by the Park Street Foundation.

A second invoice will be issued for the cost of data loading based on the file of bibliographic records provided by the library. The Koha system go-live date for your library cannot occur before this invoice is paid. This cost will be \$0.08 per bibliographic record provided for loading. Data migration will be billed based on the number of bibliographic records in your load file. Item records, authority records, patron records, and circulation records will also be loaded into the new system, but are not counted for purposes of setting the data migration fee.

Annual maintenance of the system will be invoiced (payable net 30) each January. You may, after the first year, leave the nhaisLOCAL project by notifying the Park Street Foundation in writing of your desire to pull out of the project. If you choose to do this, ByWater will assist you in exporting your library's data from the ByWater data cloud at no additional charge.

It is the obligation of the library, to provide to ByWater all of its bibliographic data in standard machine readable form according to the agreed-upon installation schedule. Failure on the part of the library to meet implementation deadlines may result in a change in the go-live date of your system and may move you into a later implementation group. A written implementation schedule indicating this deadline will be provided to the library after the initial payment is received.

Three days of system training are required by staff of the library and will be scheduled at a New Hampshire location. Training will not be held individually for each library, but will be held for each group of up to 6 libraries being implemented in the same 6 month period.

Michael York, Treasurer, Park Street Foundation

Date: _____

Ms. X, Library Director, Lilac Public Library

Date: _____