

Minnesota Library Access Center Memorandum of Agreement

September 19, 2011

The intake, processing, long-term storage, and mediated access to collections deposited in the Minnesota Library Access Center (MLAC) are services provided at no cost to the depositing library. Deposits are accepted into MLAC based on available storage space and appropriateness for MLAC as described in the MLAC Operating Principles and Guidelines. The depositing library agrees to the following:

- Deposited items will remain in MLAC for a minimum of 25 years during which time items can only be permanently withdrawn by mutual agreement between MLAC and the depositing library.
- Deposited items become part of a shared collection, enabling local collection management decisions for Minnesota Libraries and accruing benefits to the state and national network of libraries.
- Deposited collections will continue to be owned by the depositing library.
- The collections will be managed, and access provided, according to the approved guidelines documented in the *MLAC Operating Principles and Guidelines*.
- The University of Minnesota, Twin Cities online catalog and MnLINK gateway will include records for all materials stored in MLAC.
- The depositing library assumes all responsibility for all costs associated with delivering materials to MLAC.
- The depositing library will accept the return of items determined by MLAC to be unsuitable for storage or allow alternate disposition of the materials including discard. The depositing library agrees to cover shipping cost for these items.
- This agreement extends to all present and future deposits into MLAC.
- Any change in this agreement must be requested in writing and approved by the MLAC Advisory Board.

DEPOSITING LIBRARY

Institution _____

By _____

Library Director

Date _____

MINNESOTA LIBRARY ACCESS CENTER

By _____

Date _____

William DeJohn
Director, MINITEX