

Memorandum of Understanding

Librarian

Sweet Home School District #55 - Sweet Home Public Library

Introduction

The Sweet Home Public Library will provide a Librarian to work in and around the schools and will foster a positive working relationship between the Sweet Home Public School District #55 (The District) and the Sweet Home Public Library (The Department). The Department is dedicated to the promotion of literacy and learning through library services. The introduction of a Librarian into our schools to promote the benefits of reading and literacy will enhance the Department's ability to create a better learning environment. The Department's and the District's goal is to improve overall literacy rates, usage of library facilities and their associated program benefits, and public education.

1. Agreement

- 1.1 The Department shall select and assign a Librarian to serve as a Librarian in the District for 10 hours per week during the school year. The Department and the District shall coordinate to specify duty assignments.
- 1.2 During District breaks, such as Winter, Spring, and Summer vacations, the Librarian shall be assigned as a regular Librarian and work at the discretion of the Department.
- 1.3 The District shall provide access to the Integrated Library System (ILS), a District email address, and building access.
- 1.4 The District shall contribute an amount not to exceed \$30,000 annually towards the cost of the position, with the Department providing benefits coverage. The Department shall invoice the District quarterly.

2. Supervision and Evaluation of the Librarian

- 2.1 The Department shall provide supervision and evaluation of the assigned Librarian. The District's Director of Teaching and Learning and the Director of the Department shall coordinate to ensure clear reporting and responsibilities. The Librarian shall report to each when at their respective work location.

- 2.2 No later than February 15th of each year, the Department and the District shall jointly meet to evaluate the overall performance of the program. Both the Department and the District shall make all possible good faith efforts to continue funding the program.

3. Employment Conditions

This Agreement does not provide for the transfer of personnel between the parties. It is the intention of both parties to preserve the working relationship between the parties and their employees. It is expressly understood that the Librarian remains an employee of the Department, subject to all rights, privileges, and duties of Librarians employed by the Department.

4. Coordination

Either party may call periodic meetings for the purpose of program coordination, problem solving, or other important needs. A regular and frequent exchange of information between the Department and the District is encouraged.

5. Librarian Role in Schools

- 5.1 The Librarian shall serve as a resource to the District staff and students for topics relating to library use and literacy.
- 5.2 The Librarian shall provide a communication link between the Sweet Home Public Library and the schools.
- 5.3 The Librarian shall attend Professional Learning Community meetings with District staff and provide input.
- 5.4 The Librarian shall assist with library-related special projects as identified by District Media Assistants.
- 5.5 The Librarian shall assist in the identification of physical changes in the environment that may improve the delivery of library services within schools and provide a more conducive learning environment for students and staff alike.
- 5.6 The Librarian may attend meetings with school staff for the purpose of exchanging information; receiving requests and discussing improving overall library services and district literacy.
- 5.7 The Librarian shall assist with the preparation and submission of grant applications to improve or enhance library services for the District.
- 5.8 The Librarian shall review and clarify policy and procedures with the District Media Assistants and assist in developing school policy that will address library operation and use.

5.9 The Librarian shall teach student lessons on digital citizenship in accordance with Chapter 581, Division 22 of the Oregon Administrative Rules.

5.10 The Librarian shall comply with the District's student nondiscrimination policies.

6. Indemnification

To the extent legally possible, the District and the City shall indemnify and hold the other, its officers, agents, and employees harmless from and against any and all claims, actions, liabilities, and costs, including costs of defense, arising out of or in any way related to any act or failure to act by the other party and its employees, agents, officers and contractors in connection with this Agreement.

7. Termination

This Agreement can be terminated by either party with 30 days written notice to the other party.

8. Signatures

City of Sweet Home Public Library

Sweet Home School District #55

Megan Dazey, Library Services Director

Terry Martin, Superintendent

Date _____

Date _____