

Central Iowa Collaborative Collections Initiative (CI-CCI) Memorandum of Understanding (MOU)

Mission Statement

The purpose of the CI-CCI is to enhance and sustain the availability of scholarly information for the combined user community of the group. The collaboration will strive to model effective best practice for cooperative collections and resource sharing.

Project Goals

The project has four immediate goals:

First, to responsibly reduce the size of local print collections by reducing duplication among the participating libraries so that library space may be freed up for other uses.

Second, to create and maintain a distributed, shared collection of these identified monograph titles to ensure that circulating copies of them are retained within the group, readily accessible to group participants as well as other libraries.

Third, to coordinate acquisitions with the goal of developing a “shared collection” among the participants to reduce duplication, leverage acquisition funds, and to reduce the frequency for the necessity to do data refresh.

Fourth, establish an environment where exploration and development of additional areas of collaboration can flourish (e.g., technology, etc.).

Guiding Principles

Participant libraries are committed to work together collaboratively to meet the Project Goals above for a minimum of 10 years (with options for review, renewal and dissolution as outlined below). We recognize that some of the specifics of this collaboration including the number of print titles covered, the participating libraries involved and details of responsibilities are likely to change over time and that adjustments will be desirable.

The MOU commitment is to work in consultation with each other for 10 years to responsibly, collaboratively and transparently manage the shared print collection that is a result of our joint withdrawal and retention actions.

Duration of agreement

Libraries agree to work together collaboratively to meet the Project Goals of the project for a minimum of 10 years from the start of the original agreement (2013) unless this agreement is dissolved or superseded by the mutual agreement of a simple majority of the participants. The length of this agreement may be extended at the end of the original period by mutual agreement of the group.

Review of the agreement, its terms and implications will occur at no less than three (3) year intervals, or when a request is supported by a simple majority of full participant libraries.

Release from or renegotiation of agreement terms

An individual institution may be released from the agreement or modify its' retention list for reasons beyond the library's control such as a disaster, financial exigency, or a university mandate. Should an institution need to withdraw from the group, that library is expected to work in good faith with the remaining participants to address the resultant implications. This is expected to include providing ample written notice of withdrawal (six months where possible), supplying the library's retention list and identifying redistribution options among the remaining group members.

Governance and Administration

The collaboration shall be governed by a Directors Committee composed of each Library's senior administrator and any other designated personnel. However, each institution has one vote on issues concerning the collaboration. The Directors and key personnel will meet at least once per year and may elect to meet more often. The annual meeting will be at a mutually agreed upon date and location and will focus on planning, assessment, and conflict resolution.

The Directors Committee may appoint task forces to investigate specific issues. The task force members will be appointed by the Directors Committee. Each Director will appoint a member or members from his or her own institution to these task forces. Task forces will meet as needed. Task force meetings will be led by representatives appointed by Directors Committee.

Current participants

Central College
Drake University
Grand View University
Grinnell College
Simpson College
University of Northern Iowa

Addition of new participant libraries

New participant libraries will agree to the mission and goals of the collaboration spelled out in the MOU. Generally new participant libraries will be added at a data refresh. Libraries that match their holdings against the shared collection *prior* to a refresh are required to contribute their library holdings at the next data refresh. When those libraries receive their retention lists and assume responsibility, including physical verification, for retention titles in the shared collection, they become full participants in the shared collection. Full participant libraries may vote on issues relating to the MOU and the shared collection. Prior to that, representatives may attend meetings as nonvoting delegates.

Description and Maintenance of the Shared Print Collection

This agreement covers the set of retention titles identified by criteria that was developed in the 2013 Sustainable Collection Services (SCS) deselection project. The group data analysis of collective holdings and individual title circulation resulted in the identification of potential "withdrawal" titles

and “retention” titles. These titles were assigned by mutual agreement. The goal is to have a proportional distribution of titles as well as maintaining two copies of every item, except in the case of older and low use titles. The agreement also includes circulating print materials purchased after July 2015. The list of the titles a school is responsible for maintaining is called the “retention list.” This agreement excludes library materials not specifically contained on retention lists or allocated withdrawal lists developed during the project.

1. Ownership and location of resources

Where possible, two print copies of each retention title will be retained in a shared print collection distributed among the participant libraries. The two copies will be maintained at two separate designated participant libraries that already own and have recorded holdings of the title. In the case low use titles (currently pre-1991 publications), for which 1 copy will be retained, the holding library will physically verify that they own the item and it is in lending condition. Once an item has been verified it will be stamped and identified in the MARC record as being a retention title as outlined in the Acquisitions Addendum. Libraries will maintain ownership of their designated retention titles. Retention titles will be housed in facilities operated or shared by the owning library at the expense of that library.

2. Maintenance of the shared collection

Each library will use their best effort to maintain, house, preserve, and make available the titles on its respective retention list for the duration of this agreement. Libraries will not be held accountable for regular inventorying of their retention titles but are encouraged to do this when possible as a best practice.

3. Protection of retention list titles

Each library is expected to take appropriate local steps to protect their retention titles from discard as outlined in the Acquisitions Addendum. The aim is to facilitate data refresh and also to create the potential for all participants to identify retention items in OCLC or alternative shared discovery system.

4. Retention facilities, maintenance requirements, physical handling

Libraries are expected to treat retention titles with the same or better care as other materials in their collections as regards physical handling, circulation, repairs and restoration.

5. Circulation

Retention copies are expected to circulate. No effort will be made to identify and monitor a preservation copy. All titles will be searchable in OCLC and available as outlined in the Interlibrary Loan Addendum.

6. Damaged, lost, missing and replacement copies

Libraries are expected to follow their usual workflows and procedures for identifying, repairing and replacing retention list titles. They will make a good faith effort to respond to badly damaged (unloanable) or lost titles in a way that displays sound judgment in the context of the particular title

and its availability to other libraries in the state.

7. Notification about non-replacement or discard of retention titles

If a participating library knowingly elects not to replace a lost or badly damaged retention list title or if it replaces a retention title with a later edition it must notify the other participant libraries annually through an agreed standard notification mechanism; adhering to last copy standards. This will allow other participants, or the group as a whole to determine if they want to take further replacement actions. It also provides a mechanism by which the group can monitor and assess losses to the shared collection.

8. Data refresh

Libraries may choose to take part in a data refresh with updated circulation data and additional libraries' holdings at regular intervals. It may also provide opportunities to redistribute retention loads. Participant libraries will not be *required* to refresh their data. If a library elects not to refresh they will not be held responsible for retaining additional titles. They will remain responsible for their existing retention titles unless notified that the refresh has resulted in the removal of titles from their retention list.

Revised: October 2015

By signature below, the following official representatives acknowledge having read and understood the agreement and document and agree to be bound by its terms and conditions.

Approved:

Central College

Natalie H. Hutchinson

Library Director

7/3/13

Date

Margaret Tungseth

Margaret Tungseth, Vice President for Finance and Administration/Treasurer

7/10/2013

Date

Drake University

Rod Hank

Library Director

26 June 2013

Date

Genevieve L. Jones

President/Senior Academic Officer or Designee

7-2-13

Date

Grand View University

Pamela Reed

Library Director

15 July 2013

Date

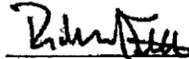
Mary Elizabeth Stivers

President/Senior Academic Officer or Designee

16 July 2013

Date

Grinnell College


Library Director

18 June 2013

Date



President/Senior Academic Officer or Designee

20 June 2013

Date

Simpson College


Library Director

24 June 2013

Date

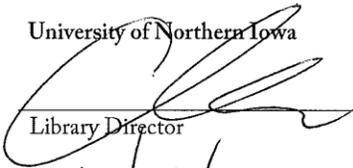


President/Senior Academic Officer or Designee

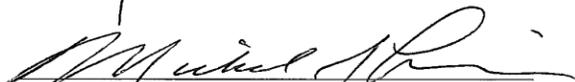
24 June 2013

Date

University of Northern Iowa


Library Director

11/14/14
Date


President/Senior Academic Officer or Designee

11/14/14
Date