

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

The Central Iowa Collaborative Collections Initiative (CI-CCI) is a group of academic libraries committed to purposefully retaining and acquiring a distributed collection of material to avoid unnecessary duplication and maximize purchasing.

Mission Statement

The purpose of 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.

Guiding Principles

While this MOU commits members to work together for a minimum of 20 years to meet the Project Goals listed below, we also recognize that member libraries must be able to respond to external and internal pressures that could affect their ongoing involvement in this group. For this reason, we commit not only to the term of the MOU, but also to the practice of flexibility and communication as guiding principles embedded in this MOU. Change is to be expected and adjustments will be necessary.

Project Goals

This project has a set of interrelated goals.

To enable the responsible reduction of local print collections by working together to hold monographs, reduce duplication among the participating libraries, and allow libraries to repurpose some of their collection spaces to serve new needs.

To create and maintain a collection of monograph titles to ensure that circulating copies are cooperatively retained at individual member institutions, readily accessible to group participants and other libraries. Requests for material between CI-CCI members will receive the highest priority from the lending library. Items lent will have an extended lending period.

To coordinate acquisitions (the addition of titles) to collaboratively develop and retain a collection of monographs among the participants. This practice will reduce duplicate titles, leverage acquisition funds to broaden the collection, and reduce the necessity for frequent updates to compare collection holdings (also known as “data refresh.”)

To establish an environment where exploration and development of additional areas of collaboration can flourish.

Duration of agreement

Member libraries agree to work collaboratively to meet the Project Goals for a minimum of 20 years from the start of this agreement (2023) unless this agreement is dissolved or superseded by the mutual agreement of a majority of the participants. The length of this agreement may be extended by mutual agreement of the group.

Review of the agreement, its terms and implications will occur at no less than five (5) year intervals, or when a majority of full participant libraries makes a request to initiate a review.

Release from or renegotiation of agreement terms

An individual institution may be released from the agreement or modify its retention commitment if the situation at that institution is significantly altered (e.g., through a disaster, financial exigency, institutional 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. The institution seeking release should provide ample written notice of withdrawal to the current CI-CCI chair (six months where possible), and provide access to the library's retention commitments so that remaining members can identify redistribution options.

Governance and Administration

There is no CI-CCI membership fee. However, members should be prepared to make financial commitments through in-kind labor. Librarians and other library staff must be actively involved in the processing of materials, maintenance of retention commitments and transference of retention titles to allow CI-CCI to function smoothly and effectively. This commitment of in-kind labor can be expected to be highest when a library first joins CI-CCI and when a data refresh is completed and new retention commitments are assigned.

The collaboration shall be governed by a Directors Committee composed of each Library's senior administrator and 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, reaching consensus and assessment.

The Directors Committee may establish task forces to investigate specific issues. Each Director may appoint a member or members from their institution to these task forces. The Director's Committee will select the leadership for the task force from among the appointed representatives.

These participants are full members:

Buena Vista University
Central College
Drake University
Grand View University
Grinnell College
Simpson College
St. Ambrose University
University of Northern Iowa

The Collaboration may include affiliate members involved in one or more projects but who are not responsible for sharing print collections and are not involved in governance. Affiliate members do not have voting rights.

Addition of new full 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. When 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 have voting rights. Representatives from institutions considering membership may attend meetings as non-voting delegates.

Description and Maintenance of the Shared Print Collection

This agreement covers the set of retention titles identified by criteria developed in 2013 and additional retention titles identified and agreed upon by the 2022-2023 data refresh project. Institutions are responsible for maintaining the titles from their retention commitments so that they are lendable to other members. More explicit directions about retaining, maintaining and transferring retention titles are available in the Policy & Procedure Manual.

Revised: 08/16/2023

By signature below, the following official representatives acknowledge having read and understood this Memorandum of Understanding and agree to be bound by its terms and conditions.

Approved:

Buena Vista University

Jodie Morin

Library Director

6/27/2023

Date

Heidi L.K. Manning

President/Senior Academic Officer or Designee

6/28/2023

Date

Central College

Mary EM Strey
Library Director / Chief Academic Officer

5/30/2023

Date

Karen Tumlinson
President/Senior Academic Officer or Designee

05/30/2023

Date

Drake University

Jim Stumm
Library Director

June 23, 2023
Date

Bob Math
President/Senior Academic Officer or Designee

June 26, 2023
Date

Grand View University

Patricia D. Rees
Library Director

8/16/2023

Date

Carl Mon
President/Senior Academic Officer or Designee

8/16/2023

Date

Grinnell College

Mark Christal

Library Director

August 16, 2023

Date

Beronda Montgomery

President/Senior Academic Officer or Designee

August 16, 2023

Date

Simpson College

Cyd Dyer

Library Director

27 June 2023

Date

J. L. Wall

President/Senior Academic Officer or Designee

06/27/2023

Date

St. Ambrose University

Luke Beatty

Library Director

June 5, 2023

Date

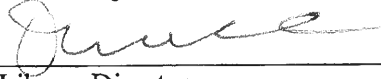
J.M.R.

President/Senior Academic Officer or Designee

6/20/2023

Date

University of Northern Iowa



Library Director

6/21/2023

Date



President/Senior Academic Officer or Designee

23 June 2023

Date