

Memorandum of Understanding

Between
State Library of Kansas
and
<Individual KS public library>

Project Title

Kansas MiFi Pilot Project: Borrow the Internet @ your library

This Memorandum of Understanding (MOU), while not a legally binding document, does indicate a voluntary agreement to assist in the implementation plans of a grant funded collaborative project. The agreement is between the lead agency, the State Library of Kansas (SLK), and <individual KS public library>. It generally defines the overall program goals and describes the collaborative nature and relationship between the identified project and the MOU-referenced participant. The document sets forth the terms and understanding between the SLK and the partner <individual KS public library> as part of- Kansas MiFi Pilot Project: Borrow the Internet @ your library

Background

The New York Public Library (NYPL) launched a pilot project in Spring 2014 intended to provide Internet access at home for low-income library users with limited broadband access by means of lending a portable Internet WiFi device (which use cellular networks to create a personal broadband Internet hotspot), thereby providing broadband Internet access to the families of students in NYPL's educational programming during hours when NYPL is closed.

In an effort to expand broadband access for its users, thereby meeting a critical need of its users and in many cases helping to bridge the "digital divide" between lower income individuals and families and access to digital information, NYPL has determined to expand the "Hot Spot" lending pilot project. The State Library of Kansas has received a subgrant as part of the NYPL pilot expansion. The SLK scope of work will involve providing MiFi router devices to a small number of Kansas public libraries so they may be lent out to library users in order to determine the effectiveness of this program within a more rural setting.

Purpose

This MOU will outline the responsibilities of SLK and the participating Kansas libraries. The goal of this pilot project is to expand the reach and benefits of library Internet access by allowing patrons to borrow portable WiFi Hotspot routers from their local library. Intended library users will not be limited based on financial status or connected specifically with a library program.

The above goals will be accomplished by undertaking the following activities:

The State Library of Kansas will provide to <individual KS public library>:

- 1) An agreed upon number of MiFi devices at no cost;
- 2) Unlimited data plan for a trial period of 12 months for each device;
- 3) Evaluation forms to be completed by library users who check out the routers;
- 4) Guidelines for compiling and reporting the required statistics of usage by library users
- 5) Signage and displays informing library users of service and funding source.

<individual KS public library> will:

- 1) Track each MiFi device and report any damage or loss to the SLK as soon as this is discovered and cancel the data plan, if necessary. Lost or damaged routers may not be replaced;
- 2) Optional- Continue the data plan after the pilot is over (cost of plan is approximately \$41/month/unit);
- 3) Require library users who check out the MiFi routers to complete the provided evaluation form;
- 4) Submit data and ongoing evaluation of the program to SLK on a monthly basis and attend monthly online meetings with SLK staff to share information and provide updates.
- 5) Display provided signage informing library users of service and funding source.

Reporting

The State Library of Kansas will host monthly online meetings for all of the Kansas Public Libraries within this pilot project. Each monthly online meeting will include the discussion of monthly statistics, best practices and other topics relevant for collaborative learning. Each month, statistics are to be submitted to SLK by each participating library using the online form provided.

Funding

This project is funded by a subgrant provided to the State Library of Kansas by The New York Public Library. During the pilot, these grant funds will be used for the unlimited data plan associated with each MiFi device. After this pilot project has ended, <individual KS public library> will have the option to continue the data plans for each MiFi device after the pilot is over.

Duration

This MOU is at-will and may be modified by mutual consent of authorized officials from the State Library of Kansas. This MOU shall become effective upon signature by the authorized officials from the State Library of Kansas and <individual KS public library> and will remain in effect until modified or terminated by any one of the partners by mutual consent. At the end of 12-month pilot, MiFi device(s) will become the property of the individual library. However, if library withdraws from pilot before 12-month pilot is completed, the device(s) are to be returned to State Library of Kansas.

The number of MiFi devices requested by <individual KS public library> is <number>.

Contact Information

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<Individual KS public library>
 Partner representative, Position
 Address
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 Email

_____ Date: _____
 (Partner signature)
 Jo Budler, State Library of Kansas, State Librarian

_____ Date: _____
 (Partner signature)
 (Partner representative, <individual KS public library>, position)