



MEMORANDUM OF UNDERSTANDING

The [Institution Name] agrees to serve as a partner Outreach Library for the National Network of Libraries of Medicine (NNLM), Greater Midwest Region (GMR) from May 1, 2017-April 30, 2018. The Greater Midwest Region of the National Network of Libraries of Medicine is funded through the National Library of Medicine, National Institutes of Health, Department of Health and Human Services, under Grant Number 1UG4LM012346-01 with The University of Iowa. The [Institution Name] meets the criteria of a partner Outreach Library, defined as:

- Sharing a mission of outreach to the community
- Employing a librarian whose position includes time for outreach activities
- A willingness to provide a minimum of three instructional sessions to groups unaffiliated with the library institution

Under this agreement, the National Network of Libraries of Medicine (NNLM), Greater Midwest Region (GMR) office will:

- Reimburse partner libraries of up to \$300 for preparing and teaching a class on behalf of the GMR
- Reimburse mileage, lodging, and meals of up to the government rate (www.gsa.gov) for travel to teach or exhibit on behalf of the GMR
- Reimburse parking expenses for travel to teach or exhibit on behalf of the GMR
- Reimburse partner libraries for printing materials for teaching classes or exhibiting on behalf of the GMR
- Reimburse partner libraries for the shipping of a maximum of two National Library of Medicine traveling exhibits
- Reimburse partner libraries for printing exhibit materials for a maximum of two National Library of Medicine traveling exhibits
- Coordinate monthly meetings to teach partner libraries about new or enhanced resources available through the National Library of Medicine

Under this agreement, the partner Outreach Library will:

- Teach a minimum of three classes to groups unaffiliated with the partner library institution
- Contact the GMR for approval prior to teaching or exhibiting on behalf of the office
- Attend, whenever possible, monthly Outreach Library meetings via WebEx
- Report training activities and exhibiting by the end of each month in which those activities occurred
- Provide itemized invoices for reimbursement to the GMR office



NATIONAL NETWORK OF LIBRARIES OF MEDICINE
GREATER MIDWEST REGION
HARDIN LIBRARY FOR THE HEALTH SCIENCES
THE UNIVERSITY OF IOWA

Partner libraries may withdraw at any time during the agreement period (May 1, 2017 – April 30, 2018) by giving written notice to GMR at which time GMR will no longer be legally obligated to reimburse that partner library. The Greater Midwest Region will continue to fund activities during the agreement period until funds budgeted for these activities are expended. Indirect costs (F&A) are not eligible for activities under this agreement.

Institution Name

[Signature]

[Name and Title of Signer]

**National Network of Libraries of
Medicine
Greater Midwest Region**

[Signature]

*Elizabeth Kiscaden, MLIS, AHIP
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National Network of Libraries of Medicine
Greater Midwestern Region*