

## 2015 MONTANA MEMORY PROJECT MEMORANDUM OF AGREEMENT

This AGREEMENT is made this 8 day of June, 2015, by and between the **MONTANA STATE LIBRARY** and the **Drummond School & Community Library**.

- I. The **Drummond School & Community Library** agrees to do the following:
1. Prepare and add the **New Chicago School House Collection** to the Montana Memory Project (MMP), a statewide digital library and archive collection.
  2. Complete the required fields of the Metadata Spreadsheet for each digital object for addition to the MMP, prior to shipping the items to Advantage companies. The metadata will serve as an index for the Advantage companies and will be uploaded with the digital items to the CONTENTdm software. All metadata must meet the MMP Metadata Guidelines.
  3. Prepare the materials according to any specifications provided by Advantage Companies and ship them to Advantage Companies no later than **March 15, 2015** to be digitized according to current MMP Scanning Specifications.
  4. Perform quality control on the digital files produced by Advantage Companies to ensure that the digital files comply with the MMP Scanning Specifications. Report any inconsistencies to Advantage Companies and the Montana State Library.
  5. Sign-off on the invoice from The Advantage Companies, verifying that expenses are accurate.
  6. Complete the project by September 15, 2015. Ensure that all digital images and metadata are uploaded to the MMP by this deadline.
  7. Prepare and submit a final project report to Montana State Library describing the work completed and any successes or lessons learned within two weeks after the project has been uploaded to the MMP.
  8. Specify and state, in all publicity concerning the project, that federal Library Services and Technology Act funds are being utilized and that these funds are provided through the Institute of Museum and Library Services and the Montana State Library Commission.
- II. The **MONTANA STATE LIBRARY** agrees to:
1. Provide **Drummond School & Community Library** MMP software, and training as needed.
  2. Receive and review the invoice from The Advantage Companies and request a signature from **Drummond School & Community Library** verifying the services invoiced are accurate.
  3. Pay the bills of the **Drummond School & Community Library** to Advantage Companies for a sum of up to **eight hundred dollars (\$800)** for approved project expenses as detailed in the project description above.

**Drummond School & Community Library**

  
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DIRECTOR SIGNATURE

**MONTANA STATE LIBRARY:**

  
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STATE LIBRARIAN SIGNATURE