

Memorandum of Understanding
Student All Digital Accounts

The following memorandum of understanding (MOU) between Mid-Continent Public Library (“Library”) and the Raytown C-2 School District (“RSD”) sets forth an agreement to ensure all Raytown C-2 School District students, Kindergarten through 12th grade, have access to the Library’s digital materials effective June 12, 2023

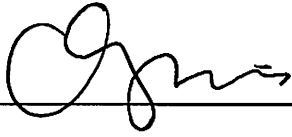
WHEREAS, RSD wishes to provide its students with as many resources as possible to successfully succeed in school; and

WHEREAS, Library wishes to make available its digital resources to as many students as possible;

NOW THEREFORE, in consideration of the mutual agreement to share resources, data, and information, Library and RSD agree as follows:

1. RSD will provide Library with the necessary student data to create digital library cards in the Library’s customer database. Each student’s individual identification number will become said student’s library card number which will be used when accessing Library online resources.
 - a. Student ID
 - b. First Name
 - c. Middle Name
 - d. Last Name
 - e. Birthdate
 - f. PIN (If RSD does not supply one, MCPL will use the student birthdate as the PIN.)
 - g. Email Address
 - h. Address – Street
 - i. Address – City
 - j. Address – State
 - k. Address – Zip Code
 - l. Address – Phone Number
 - m. School District (MCPL will add this at the time the data is loaded.)
2. RSD will provide Library with the necessary teacher and staff data to create digital library cards in the Library’s customer database. Each teacher and staff’s individual employee number will become said employee library card number which will be used when accessing Library online resources.
 - a. Employee ID
 - b. First Name
 - c. Middle Name
 - d. Last Name
 - e. Birthdate
 - f. PIN (If RSD does not supply one, MCPL will use the employee birthdate as the PIN.)
 - g. Email Address
 - h. Address – Street

- i. Address – City
 - j. Address – State
 - k. Address – Zip Code
 - l. Address – Phone Number
 - m. School District (MCPL will add this at the time the data is loaded.)
3. Library will upload data upon receipt and notify designated RSD personnel upon completion.
4. Library will keep all student data obtained confidential pursuant the MOU in accordance with applicable law and Library will not disclose any such information to except as authorized by Missouri Rev. State Statute and the Raytown C-2 School District.
5. RSD will provide updated information to ensure all students have access and all student information is as up to date as reasonable possible. RSD will provide MCPL with the data no later than the first business day of each month.
6. School will obtain parent/guardian permission for issuance of the student account ensuring parents/guardians know the digital accounts provide access, without limits, to all resources available through the Library's website or at any physical Library branch. Permission for any minor, defined as any person under the age of 18, to obtain a library card, digital or physical, to use Library resources is required by 15 CRS 30-200.015 Missouri State Regulation. Any District unwilling to obtain permission or found to not be in compliance, will be dropped from the Library Student Account program and any account associated with the School will be removed from the Library customer database.
7. Library will import student data and teacher/staff data, if applicable, into its Library Systems software thereby creating a digital library card for each person. Each library card number will be either the student's school identification number or the teacher/staff member's employee number.
8. Student data will be used to register all students in the Summer Learning Program which will be used in analyzing the effectiveness of the summer program. Data analysis is conducted by a third party provider with aggregated data provided to MCPL. No individual student data will be obtained or requested by MCPL as per a separate Memorandum of Understanding with the RSD.
9. Library will provide training to designated RSD staff on available resources on the website. Library is also willing to provide training to students in a classroom setting, as desired by teachers.
10. Neither party will use the Library or RSD logos of the other without the expressed written permission of the other.
11. MCPL and RSD will hold each other harmless including its agents and affiliates from all liabilities, obligations, claims, damages, penalties, causes of action, costs and expenses, including reasonable attorneys' fees, to the fullest extent allowed by law, arising or occurring by MCPL, RSD, its employees, agents, customers, parents or students in any failure on part of either party to perform or comply with any of the terms of the Agreement.
12. No amendment or addendum to this MOU shall be effective unless it is reduced to writing and signed by both RSD and Library. All legal disputes regarding the terms or interpretation of this agreement shall be resolved in accordance with the law of the State of Missouri.
13. Either party may cancel this MOU with thirty (30) days prior written notice to the other party.



Raytown C-2 Representative

5/3/23

Date

Susan Wray

Asst Director & COO

Library Representative

5/3/2023

Date