

AGREEMENT FOR EXTENSION SERVICES TO MARION SCHOOL

Purpose of the Agreement

This Memorandum of Understanding (MOU) establishes a partnership between Flathead County Library and Marion School to provide a convenient holds pickup location for library materials. Both parties agree to collaborate in good faith to expand access to library materials.

Library Responsibilities

The Library agrees to:

- Provide library materials to fulfill holds placed by patrons.
- Define the procedures for holds processing and check-out.
- Ensure materials are processed, labeled, and ready for pick-up prior to transport.
- Provide a self-check station for use at the school site.
- Install, maintain, and replace the self-check station and any related equipment or software necessary for the service.

Marion School Responsibilities

The School agrees to:

- Coordinate transportation by approved volunteers or school personnel on a mutually agreed-upon schedule.
- Ensure secure and timely handling of materials during transport.
- Designate a staff contact to coordinate pick-up logistics and communication with the library.
- Provide an appropriate, safe, and accessible location for holds pick-up within the school.
- Take reasonable steps to ensure materials are protected from damage or loss while on school premises.

Both parties agree to:

- Maintain regular communication to ensure smooth operation of service.
- Support awareness of the service within the community and school population.

Public Access and Safety

- Patrons using the pickup location must follow Marion School visitor procedures.

- Pickup will only occur during designated school office hours as determined by the school to ensure student safety.

Liability and Ownership

- All Library materials and equipment will remain the property of Flathead County Library at all times.
- Marion School serves as a community pickup location and transportation partner, while Flathead County Library retains responsibility for library operations, circulation, patron accounts, and services.
- Marion School will exercise reasonable care while transporting and storing materials but will not be responsible for losses, damages, or overdue materials once they have been checked out by patrons.
- Each party agrees to take reasonable care in fulfilling their responsibilities but is not liable for incidental loss or damage beyond their control.

This agreement will begin on _____ and will continue on an annual basis unless terminated as described below.

Either party may temporarily suspend service due to emergencies, school closures, weather, safety concerns, or other operational needs.

Either party may terminate this agreement in writing by April 1 of any calendar year if the service will not continue for the following school year.

Chair, Board of Trustees, Flathead County Library

Date

Chair, Marion School Board

Date