

## Florida Community College at Jacksonville



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Office of the General Counsel  
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Jacksonville, Florida 32202  
Phone: 904-632-3205  
Fax: 904-632-5106

Date: June 15, 2005  
To: Barbara Wheeler  
VIA:  
Subject: MOU – Nassau County BOC – Library Services

For your information	x	Per your request
Please note and return to me		For your comments
Signature		Returned, thank you
For Your Action		

## Comments:

Per your request the attached MOU has been fully executed and notarized as a true and exact copy.

Should you need further assistance, please advise.

Thank you,  
*Kimberli*

MEMORANDUM OF UNDERSTANDING

BETWEEN

FLORIDA COMMUNITY COLLEGE AT JACKSONVILLE  
501 WEST STATE STREET  
JACKSONVILLE, FL 32202

AND

NASSAU COUNTY BOARD OF COMMISSIONERS  
NASSAU COUNTY COURT HOUSE  
191 NASSAU PLACE  
YULEE, FL 32097

I. SCOPE OF MEMORANDUM

A. Parties Involved

This Memorandum of Understanding (MOU), effective on July 1, 2005 between Florida Community College at Jacksonville (FCCJ) and the Nassau County Board of Commissioners is for specified library services as described herein, and is effective until June 30, 2007.

B. Overview

There is a need for expanded library services for FCCJ students at the Betty P. Cook Nassau Center and for the residents of Nassau County and specifically those who reside in the Yulee area. This MOU extends the structure for collaboration between FCCJ and the Nassau County Public Library System (NCPL) to meet these library needs. Specifically, this agreement provides for facilities, staff, and a library collection for the utilization by FCCJ students and citizens of Nassau County. Individuals who use the library may borrow from one or both institutional collections if the appropriate memberships (FCCJ and/or Nassau Library) are current in both systems. NCPL and FCCJ will work cooperatively to provide a seamless circulation and support system for users, regardless of which system owns the library materials.

II. RESPONSIBILITIES OF NCPL

A. NCPL will provide two (2) full-time employees who will be permanent Nassau County employees, compensated by the Nassau County Board of County Commissioners. All library employees (NCPL & FCCJ Nassau) will be trained in all applications and policies of NCPL by NCPL staff, and trained in all applications and policies of FCCJ by FCCJ staff. Employees will be responsible for performing library duties at the FCCJ Nassau Center using the applicable library software and systems. NCPL employees will be

responsible for performing library duties at the FCCJ Nassau Center, and at remaining NCPL libraries when not needed at FCCJ.

- B. NCPL will provide a collection of approximately 5,000 items that includes books, videos, and magazines.
- C. NCPL will provide and fund all software programs and licenses as necessary to maintain their distinct circulation systems and standard services. This includes any database licenses required and any equipment required to process library cards. All collection and circulation system consumable support materials, needed for the maintenance and operation of the NCPL collection/circulation will be the responsibility of the NCPL.
- D. NCPL will train FCCJ staff in operating the NCPL circulation system.
- E. NCPL will provide a receipt printer for the circulation computer.
- F. Cataloguing and maintaining inventory of all NCPL circulation materials and inter-library loan systems will be the responsibility of the NCPL staff. Inter-library loan requests for any patron will be handled and placed by the NCPL or FCCJ staff member on duty.
- G. NCPL will provide liability insurance, workers compensation insurance on their employees, and insurance on their collection of library materials. Proof of insurance will be reviewed and approved by the FCCJ risk manager.
- H. NCPL employed staff will have responsibilities to monitor the access to the adjacent computer lab according to established policies and practices as agreed upon by FCCJ and the NCPL.

### III. RESPONSIBILITIES OF FCCJ

- A. FCCJ will be responsible for the management and supervision of the library. The FCCJ Learning Center Manager will be responsible for scheduling staff and for the daily on-site supervision of staff. Scheduling of NCPL staff will be performed collaboratively between the FCCJ Learning Center Manager and the Director of the Nassau County Public Library System. Evaluation of NCPL employed staff will be the responsibility of the NCPL with input from the FCCJ Learning Center Manager.
- B. Within facilities that are currently in place, FCCJ will provide and maintain the utilities, physical facilities, and equipment for the library. This will include all equipment that is typical and needed for a FCCJ library.
- C. FCCJ will provide one full-time Learning Center Manager, one full-time library assistant, and two part-time library assistants.
- D. FCCJ will provide office space to be shared by both NCPL and FCCJ library staff.

- E. All facilities, programs and services should be compliant with the Florida Accessibility Code and the Federal Americans with Disabilities Act.

#### IV. OPERATING PRACTICES

- A. Hours of operation will correspond with the normal operating hours of FCCJ.
- B. Procedure will be developed to accommodate NCPL children's hours and citizen access to the open computer lab adjacent to the library.
- C. The library will house two (2) separate and distinct circulation systems. The FCCJ and NCPL collections will be owned by the parties that originally purchased the items and will remain with the original purchaser upon the conclusion or extension of this memorandum.
- D. All library employees will be trained to use both circulation systems and will serve both FCCJ members and Nassau County residents.
- E. FCCJ and NCPL will meet and work together as needed to resolve any issues.
- F. FCCJ library rules and regulations will be followed. Requests for modifications will be addressed and considered. Circulation policies will be the responsibility of the owners of the collections that are being circulated.

#### IV. REPORTING RELATIONSHIPS

- A. The FCCJ Nassau Center Director will be responsible for the Nassau Center including the Library. The Center Director will assure that all rules and regulations of FCCJ are enforced. FCCJ and the NCPL will meet as needed with the NCPL to resolve operational issues.
- B. The NCPL Library Director will work closely with the Center Director and the Learning Center Manager to ensure that all agreed upon policies and procedures are supported. The NCPL Library Director will report annually on the success of the cooperative library project.

#### V. GENERAL

- A. This memorandum may be amended or extended only by mutual written consent of both parties unless either party is required to change the agreement by statutes, executive orders, directives, or other government requirements.

B. Appropriations necessary for the funding of this Agreement shall be adopted annually by the Board of County Commissioners during the regular budget process. Non-appropriation by the Board of County Commissioners will cause this Agreement to terminate.

C. This memorandum may be terminated by either party by giving written notice to the other party of intention to do so. Such notice of intention to terminate shall be given in writing to the other party no less than 60 days prior to termination date, unless both parties mutually agree on an alternative period in writing. Termination by either party shall not be the basis for any claim by NCPL or FCCJ.

IN WITNESS WHEREOF, the parties hereunto have executed this Memorandum of Understanding as of day and year first written below.

NASSAU COUNTY BOARD OF COMMISSIONERS

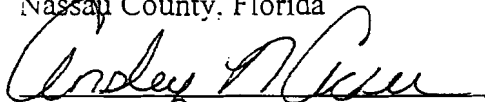
FLORIDA COMMUNITY COLLEGE AT JACKSONVILLE

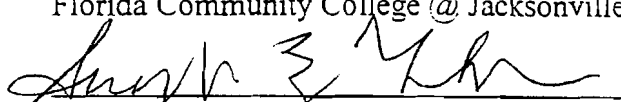
By:

By:

Board of County Commissioners  
Nassau County, Florida


District Board of Trustees  
Florida Community College @ Jacksonville


  
Ansley N. Acree, Chair

  
Suanne Z. Thamm, Chair

5-11-05  
Date

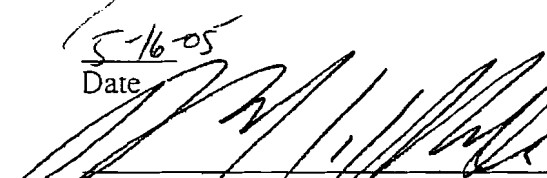
6-7-05  
Date

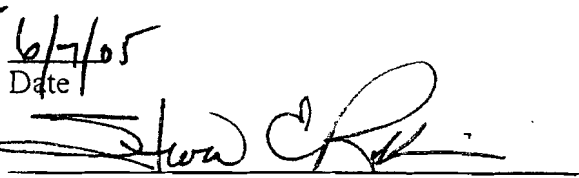
  
John A. Crawford, Ex-Officio Clerk

  
Dr. Steven R. Wallace, President

5-16-05  
Date

6/7/05  
Date


  
Michael S. Mullin, Attorney

  
Steven E. Robbins, Attorney

6/1/05  
Date

6/8/05  
Date

I certify this to be a true and exact copy of the original.

  
Notary Signature  
Kimberli R. Sodek  
Print, type or stamp name of notary  
My commission expires: 8/26/07

