

Gary Public Library

TechMobile Memorandum of Understanding

The Gary Public Library TechMobile is a fully equipped mobile technology lab that visits sites throughout Gary, Indiana. Outlined below are the responsibilities that both the TechMobile staff and the agencies we serve agree to follow for effective TechMobile service:

TechMobile Responsibilities

Organization/Site Responsibilities

<ul style="list-style-type: none">• Notify the contact person as soon as possible when staffing or mechanical issues cause cancellation of services.	<ul style="list-style-type: none">• Will accommodate legal parking for the TechMobile.• Must request TechMobile 30 days prior to service.
<ul style="list-style-type: none">• Gary Public Library Staff (GPL) and/or representative will provide all instructional exercises.	<ul style="list-style-type: none">• Will maintain at least five users for TechMobile to service site.• Ensure patrons are the appropriate grade level (3rd-8th grade) to participate on the TechMobile.
<ul style="list-style-type: none">• Reschedule, as the schedule permits, stops that are cancelled because of legal holidays, staff shortages or mechanical difficulties.	<ul style="list-style-type: none">• Site Representative must accompany all students to and from TechMobile.• Site Representative must remain with students on the TechMobile to provide additional support.
<ul style="list-style-type: none">• GPL staff have the right to discontinue all services if participants don't adhere to GPL policy and Procedures. (See website for details.)	<ul style="list-style-type: none">• Due to limited spacing, only one Site Representative will remain with students on the TechMobile during the instructional exercises.• Notify the TechMobile coordinator at 219-886-2484 x358 whenever the contact person has changed or with any cancellations.



Gary Public Library

Organization/Site Responsibilities:

Facility Contact Name: _____

Email address: _____

Telephone number: _____

Gary Public Library TechMobile:

Staff Name: _____

Email address: _____

Telephone number: _____

Scope of Service

Site Agency/Facility Name and Day/Time of Scheduled visit:

Terms of the Agreement

The Memorandum of Understanding is effective from _____ and shall remain in effect until _____, unless either party submits thirty days written notice of termination. The Principal Parties (by their duly authorized officers) have executed this Agreement on the dates signed and stated below.

Facility Contact Signature _____ Date _____

Gary Public Library TechMobile staff Signature

_____ Date _____