

# Memorandum of Understanding

## SCLS Partnership Program

<http://www.scls.info/sites/www.scls.info/files/PP-MOU.pdf>

(revised April 16, 2018)

This memorandum of understanding is made between the South Central Library System (SCLS) and the

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(Library Name)

The Partnership Program is designed to provide library staff members the opportunity to make changes to individual PCs connected to the SCLS network. However, such changes can result in security and stability compromises, both to the individual PCs and to the overall SCLS Network.

### Partnership Program participants agree to the following:

- Participating staff members will not load or install unlicensed or illegal software on any SCLS PCs.
- All library staff members participating in the Partnership Program will do so with the understanding and approval of the Library Director and shall report directly to the Library Director.
- In the event of a participating staff member's departure from the library, the Library Director will inform SCLS so that the Partnership Program account can be terminated.
- Participants agree to not make any changes, modifications or apply updates to software listed on the [SCLS Core Software list](http://www.scls.info/technology/partner/coresoftware.html): (<http://www.scls.info/technology/partner/coresoftware.html>)
- Participants acknowledge that a staff member participating in the Partnership Program now has the ability to view and modify any and all files located on all designated PCs. Any implied or inferred sense of privacy to documents stored on PCs no longer applies.
- Participants will adhere to current SCLS Network policies and will follow the best practices provided by SCLS when installing or updating custom software. This will ensure the security and stability of PCs and the SCLS Network.
- Participants will attend an SCLS training session prior to receiving their privileged administrator account.
- In the event of change in the Library Director position, this Memorandum of Understanding is considered null and void, and all library staff accounts associated with the Partnership Program will be temporarily suspended until the new Library Director can review the MOU and sign off as new Library Administrator.

### SCLS agrees to the following:

- SCLS will continue to support PCs covered under the Partnership Program and will install necessary software for the library as usual.
- SCLS will update and maintain the software listed as SCLS Core Software (<http://www.scls.info/technology/partner/coresoftware.html>).
- SCLS will create a custom logon and password for each user participating in the Partnership Program.
- In cases where Windows needs to be reinstalled, SCLS will return the PC with the SCLS Core Software installed; the participating library will be responsible for the reinstallation of any custom software.
- SCLS will create and provide documentation and training materials—including a list of best practices—for software installation for participating libraries.

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Technology Services Coordinator / Date  
South Central Library System

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Library Director / Date

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(Library Name)