Memorandum of Understanding By and Between
David Austin & The Grand Valley State University Libraries
August 16, 2022

I. INTRODUCTION

The purpose of this MOU is to define the parameters of an ongoing partnership between the David Austin and the Grand Valley State University Libraries to undertake *Understanding Linear Algebra*.

Understanding Linear Algebra will become part of ScholarWorks@GVSU, a dynamic archive of research produced by GVSU faculty, researchers, and students. ScholarWorks@GVSU is administered by the GVSU Libraries, with the goal of organizing, preserving, and increasing the impact of scholarly and creative work at Grand Valley State University.

GVSU Libraries define creative work as scholarly, educational, or research-oriented submissions, which support the intellectual life of the University and have enduring value. ScholarWorks@GVSU contains published articles in peer-reviewed journals, presentations, theses, dissertations, unpublished papers, and other works as appropriate.

David Austin agrees to give GVSU Libraries the non-exclusive perpetual right to provide access to all materials deposited into ScholarWorks@GVSU as well as the right to modify content format as future technology requires to provide continued access.

II. PROJECT OVERVIEW

Scope

The GVSU Libraries will preserve and make accessible via ScholarWorks@GVSU, *Understanding Linear Algebra*, an open educational resource written by David Austin, of Grand Valley State University. The goal of this project is to make this work available to students, faculty, and researchers.

Contacts

Administrative contacts for this project will be GVSU Libraries' Publishing Services Manager, Jacklyn Rander, and Professor of Mathematics, David Austin. The GVSU library staff will work with all project participants to ensure that project objectives and deadlines are met and will determine the production logistics.

III. PROJECT IMPLEMENTATION

Responsibilities of the GVSU Libraries:

- provide guidance regarding permissions to digitally publish content such as sample author permission forms
- coordinate the logistics of moving data and digital objects between the David Austin and the GVSULibraries
- upload digital content to the ScholarWorks site
- ensure quality of descriptive and structural metadata as required for the project using models that are consistent with GVSU Libraries guidelines and the international standards upon which they are based
- liaise with bepress to resolve system issues

Responsibilities of the David Austin:

- assign a coordinator who can work with ScholarWorks staff
- ensure David Austin has the rights to republish content electronically
- decide upon a workflow to maintain the collection
- agree to scanning and metadata standards consistent with GVSU Libraries guidelines and the international standards upon which they are based
- reply to periodic reconfirmation of collection information
- understand and observe university policies relevant to the ScholarWorks, and educate community submitters regarding such policies

IV. POST-PRODUCTION

Responsibilities of the GVSU Libraries:

- retain and maintain content submitted to ScholarWorks
- preserve content using accepted preservation techniques
- provide access in accordance with David Austin agreements
- notify David Austin of significant changes to content (e.g. format migration)
- evaluate the project through web use statistics and periodically communicate those statistics to David Austin
- maintain appropriate technology infrastructure and security
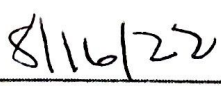
Responsibilities of the David Austin:

- notify GVSU Libraries of new content
- announce/promote the collection as appropriate to faculty members, academic departments, and groups that may be interested in the digital materials
- provide feedback on the digital project process to GVSU Libraries staff
- notify the GVSU Libraries of organizational changes affecting the collection

TERMS OF THE AGREEMENT

These terms may be amended by mutual agreement at the initiation of either party. This is a continuing agreement to be reviewed annually and shall remain in effect until either party formally indicates its desire to terminate the agreement.

SIGNATURES

We, the undersigned, agree to the terms of this Memorandum of Understanding.

David Austin	Grand Valley State University Department of Mathematics	8/16/22 Date
Jacklyn Rander	Grand Valley State University Libraries Publishing Services Manager	Aug 16, 2022 Date