**Memorandum of Understanding By and Between**

**Charlene Beckmann** **& The Grand Valley State University Libraries**

**April 28, 2020**

**I. INTRODUCTION**

The purpose of this MOU is to define the parameters of an ongoing partnership between Charlene Beckmann and the Grand Valley State University (GVSU) Libraries to undertake *Beginning Algebra Made Useful*.

*Beginning Algebra Made Useful* 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 GVSU.

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published articles in peer-reviewed journals, open educational resources, presentations, theses, dissertations, unpublished papers, and other works as appropriate.

Charlene Beckmann 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 upload, preserve, and make accessible via ScholarWorks@GVSU, *Beginning Algebra Made Useful,* an open access educational resource written by Charlene Beckmann. The author of this work retains copyright to the work. The goal of the 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 Charlene Beckmann, Professor of Mathematics. 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.

**II. 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 Charlene Beckmann and the GVSU Libraries
* 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 the software provider, bepress, to resolve system issues

Responsibilities of Charlene Beckmann:

* assign a coordinator who can work with ScholarWorks staff
* ensure Charlene Beckmann 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 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 Charlene Beckmann agreements
* notify Charlene Beckmann of significant changes to content (e.g. format migration)
* evaluate the project through web use statistics and periodically communicate those statistics to Charlene Beckmann
* maintain appropriate technology infrastructure and security

Responsibilities of Charlene Beckmann:

* notify GVSU Libraries of new content
* announce/promote the content 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 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.

A close up of a logo

Description automatically generated April 28, 2020

Charlene Beckmann, Professor of Mathematics, GVSU Date

Jacklyn Rander, Publishing Services Manager, GVSU Date