Memorandum of Understanding
Between Deschutes Public Library and
The Friends of the Library
Concerning the Sale and Disposal of Withdrawn and Donated Materials

Between: Deschutes Public Library

And: _________________________________

Effective Date: ______________

Recitals

The Deschutes Public Library (DPL) is the owner and operator of the following Branch Libraries: Bend Public Library, La Pine Public Library, Redmond Public Library, Sisters Public Library, and the Sunriver Area Public Library.

The Friends of the _________ (FOL) are a fund raising non-profit organization supporting special projects for the benefit of DPL. Friends currently contribute support to children and adult programs and the _________ Branch in general by providing needed equipment, furniture and support and materials for decorations.

The FOL and DPLS hereby enter into the following agreement regarding withdrawn and donated materials.

Agreement

DPL Agrees:

1. To deliver all unwanted materials (withdrawn library materials and unwanted donated materials) to the _________ Branch Friends group.
2. To refuse some donated materials, according to _________ Branch Friends’ guidelines.

FOL Agrees:

1. To accept all unwanted materials from DPLS.
2. To hold book sales at least annually.
3. To store materials between sales.
4. To dispose of said materials in any of the following manners:
   a. Sell materials in Friends book stores and/or online.
   b. Provide materials to charitable agencies or organizations.
   c. Recycle materials.
   d. Deliver materials to a vendor who commits to the same disposal guidelines.

Signatures: ___________________________________________