



MEMORANDUM OF UNDERSTANDING
STATE PUBLICATIONS PROGRAM



THIS AGREEMENT is entered into by and between the New Mexico State Library ("State Library") and the following State Agency:

\_\_\_\_\_

WHEREAS it is the mission and statutory obligation of the State Library to collect and disseminate state publications through the State Publications Clearinghouse; and

WHEREAS state agencies are required to deposit thirty copies of all state publications intended for public distribution with the State Library; and

WHEREAS many state agencies are limiting the production of paper copies of their publications in order to reduce budgetary costs; and

WHEREAS the Library desires to help state agencies reduce costs while continuing to provide access and preservation of state publications.

THEREFORE, the parties agree as follows:

When providing electronic copies of state publications, \_\_\_\_\_ will follow the requirements of NMAC 1.25.10.8 and 1.25.10.9 regarding providing access to documents created in approved formats. The Agency should ensure that the State Library will be notified when new electronic documents are available by either providing the document in the approved format or sending a working link to the State Library. Permission to the State Library to provide access in perpetuity is assumed with all documents provided.

According to 1.25.10.10 the statutory head of the agency will annually designate an individual to distribute the publications of the agency to the State Library. The Agency will be responsible for complying with all terms of this memorandum of understanding.

Term

This agreement shall become effective on the date of execution by all Parties and shall remain in effect until January 1, 2021.

Entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

IN WITNESS WHEREOF, the parties hereby execute this MOU which represents the entire understanding of all of the parties hereto.

Eli Guinnee \_\_\_\_\_ Date \_\_\_\_\_
State Librarian

Signature \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_

Agency \_\_\_\_\_