Memorandum of Understanding
Between
The University of West Florida
and
Okaloosa-Walton Community College

Relating to Operation of the
Fort Walton Beach Campus Library

I. Introduction/Background

Whereas The University of West Florida (UWF) and Okaloosa-Walton Community College (OWCC) have provided two-plus-two undergraduate academic programs, and UWF has provided graduate programs, in the Fort Walton Beach area since 1983, and during that time, the two institutions have been sharing library resources, services, and facilities; therefore, this Memorandum of Understanding (MOU) sets forth general guidelines under which the library shall provide services on the Fort Walton Beach (FWB) Campus.

II. Mission/Philosophy

The FWB Campus is a unique entity made possible by the agreement of Okaloosa-Walton Community College and The University of West Florida to support joint academic programs. Its operation reflects Florida's two-plus-two approach to higher education and encourages full utilization of the joint programs and joint facilities shared by these two institutions.

Recognizing that the FWB Campus Library is a satellite library dependent upon the parent campus libraries for more complete resources and services, according to the Mission Statement of the University of West Florida Libraries and the Mission Statement of the Okaloosa-Walton Learning Resources Center, the mission of the FWB Campus Library is to provide resources, staff, and library services in support of all courses taught on the FWB Campus.

The FWB Campus Library serves as an access point to the holdings on the parent campuses of OWCC and UWF. On-site holdings include basic reference sources, circulating books, electronic information resources, and serials titles covering the subject areas taught. The library serves the FWB-based administrators, faculty, students, and staff of the cooperating institutions. Area residents may also use the library.
Each parent institution assumes responsibility for providing support of the information needs of its branch campus programs. This support is the same type as that provided on the parent campuses.

The goals and objectives of the branch campus library support the provision of resources and services consistent with the broader institutional missions. The primary goals of the FWB Campus Library are:

1. To support information needs of Fort Walton Beach-based constituents of The University of West Florida and Okaloosa-Walton Community College.

2. To develop collections, provide convenient access to them, and assist and instruct patrons in their use.

3. To extend accessibility to information resources and services available on the parent campuses and beyond (e.g., interlibrary loan).

4. To provide an environment conducive to study and research.

III. Policies/Operational Guidelines

Every effort is made to accommodate the different missions of the community college and the university. Operation of the FWB Campus Library is based on the ACRL's Guidelines for Branch Libraries in Colleges and Universities.

A. Management

Management of the library is provided by UWF. The Director of the FWB Library reports to the UWF Associate Director of University Libraries.

The FWB Library Director is responsible for the operation of the library and for liaison with both parent libraries, the FWB administrative officers for OWCC and UWF, and the FWB faculty. He/She is the chief public relations official for the FWB Campus Library.

B. Personnel

The FWB Campus Library has both professional and support staff. Classification, status, salary, and professional considerations are equivalent to those provided to employees on the parent campuses.
In addition to the FWB Library Director, who plans, implements, and coordinates library resources and services, support staff personnel implement and support the activities of the two broad units in the library -- technical services and public services. Student assistants provide clerical support for the Library Director and coverage for the Circulation Services Desk.

Staff are cross-trained on each institution's operational methods and procedures, as appropriate, and provide support and assistance to all library constituents.

C. Resources

Library materials are provided to support required reading and research and to enrich the academic programs for students, faculty, and staff. Requests for materials to be purchased may be submitted by university and community college administration, faculty, staff, and students. Selections are made based on the collection development policies of both institutions. Materials added to the collections at the FWB campus by either parent institution are cataloged and added to the database by UWF.

D. Services

Library services, designed to meet a wide range of informational and bibliographic needs, include:

1. On-site reference assistance/consultation.
2. Access to the holdings of both parent libraries through computer-based bibliographic and information services.
3. Circulation of materials
   a. On-site
   b. From the parent campuses
   c. Reciprocal borrowing
   d. Interlibrary loan -- through the parent campuses -- for all FWB-based administrators, faculty, staff, and students.
4. User instruction, of both a general and specialized nature.
5. Assistance with non-print media and equipment.
6. Access to copier service.
7. Daily document delivery from both campuses.
8. Access to materials placed on reserve.
9. Promotion of library services to constituents of the FWB Campus.
E. Finances

Each institution allocates funds to support the FWB Campus Library. It is expected that each institution will provide current books, periodicals, and non-print materials in accordance with that institution’s academic program needs on the FWB campus. Each institution supports personnel costs at the Fort Walton Beach Campus Library. Funds to support the day-to-day operating expenses for the FWB library are provided by UWF. Staff travel will be paid by the institution by which the staff are employed.

F. Facilities/Equipment

OWCC is the proprietor of the library building, as well as most of its furnishings and equipment. With the exception of the maintenance on the electronic gate and the office copier, the community college provides maintenance for the building and its furnishings and equipment, replacing and adding as needed, and as funds are available. OWCC provides telephones and other utilities and public copier service.

As it becomes necessary to replace or upgrade public access computers in the FWB library, both OWCC and UWF will have the responsibility of paying a proportionate share of replacement/upgrade costs based on the student FTE of the previous year (summer, fall, spring) for each institution, unless the upgrade or replacement is necessitated by changes related to one institution’s library automation software. In which case, the library responsible for requiring the upgrade/replacement will bear the entire cost of that upgrade/replacement.

G. Termination

This Memorandum of Understanding may be amended by written agreement signed by the signatories to this agreement or their replacements. In the event that the two-plus-two arrangement between Okaloosa-Walton Community College and The University of West Florida should be discontinued, it is agreed that the collections, computers, and furnishings placed in the joint-use library shall be reclaimed by the supplying institution.
For The University of West Florida:

Nancy L. Marco
President
2/3/97
Date

Debra Bolin
UWF Director, Fort Walton Beach Campus
2/4/97
Date

Joan Musarrat
Director, University of West Florida Libraries
2/5/97
Date

Lori Helmer
Director, Fort Walton Beach Campus Library
2/6/97
Date

For Okaloosa-Walton Community College:

[Signature]
President
Date

Jim Baskette
OWCC Director, Fort Walton Beach Campus
2/10/97
Date

Karen Updegraff
Director, OWCC Learning Resources Center
2/10/97
Date