

MEMORANDUM OF UNDERSTANDING AND AGREEMENT

University of Washington, Libraries
University of Washington, College of the Engineering

2015 - 2016 Academic Year

The following agreement sets forth the expectations and responsibilities of the University of Washington Libraries and the University of Washington College of Engineering in their combined efforts to support the Engineering Library Instruction Center (ELIC).

I. Scope and Purpose

1. This agreement pertains to the 18 computers in room 310 of the Engineering Library only.
2. The purpose is to provide a set of software, applicable to Engineering students, not included in the standard image used across other library managed installations.

II. Access

1. The Engineering Library Instruction Center (ELIC) will be open during the normal operating hours of the Engineering Library
2. A valid UW NetID will be required to logon and authenticate to the computers
3. Only current students, faculty, and staff will be able to authenticate.

III. Staffing

1. The role of the College of Engineering (COE) computing support staff is to manage the computers and software in the lab, not monitor usage on a daily basis.
2. Engineering Library staff will be responsible for working with the building custodian to see that the room is kept clean.

IV. Classes and Events

1. All scheduling of classes and events held in the ELIC will be coordinated by the Engineering Library staff.
2. Information about the unavailability of ELIC for general student use will be prominently posted in that space at least two days in advance.
3. Course instructors are responsible for managing attendee behavior in the space.

V. Equipment

1. All hardware in the lab including monitors, CPUs, keyboards, and mice will be provided by the University Libraries thru a student technology fee (STF) grant.
2. Hardware is covered under 3 year on-site maintenance from HP. Libraries Information Technology Services (ITS) will be responsible coordinating with the manufacturer and replacing any hardware within the 3 year maintenance period.
3. Missing hardware, for example a stolen mouse or keyboard, will be the responsibility of the University Libraries to provide a replacement.
4. An inventory of all equipment will be completed by Engineering Library staff on a regular basis.

VI. Software

1. All software, including the OS, will be installed and maintained by the College of Engineering Computing (COE) support staff.
2. Updates to all software will be the responsibility of the COE staff.
3. Both parties recognize that a secure computing and network environment is required in order to provide service to our users and to comply with University policies and laws and regulations governing the use of computer and network services. Workstations will regularly receive OS and application security updates and run effective antivirus software appropriate to the device and operating system, using current antivirus signatures. Resolution of any violations of campus network security policies will be the responsibility of COE staff.
4. Any software requiring a license will be secured and paid for by the COE staff.
5. Installed software is listed in the accompanying appendix: ELIC Installed Software.

VII. TERM OF AGREEMENT: The term of this agreement will be for one year, from August 2015 through July 2016. By mutual agreement, this memorandum of understanding and agreement may be extended in one-year increments.

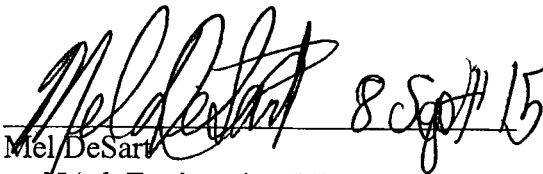
VIII. MODIFICATION: This memorandum of understanding and agreement may be modified by mutual agreement of both parties. Changes to the memorandum of understanding and agreement must be made with no less than thirty days' notice to all parties involved.

IX. NOTICES: All notices concerning this memorandum of understanding and agreement shall be in writing, and will be considered to have been given at the time of receipt of notice by the other party.

- a. Notices should be sent to Mel DeSart (Head, Engineering Library), Jennifer Ward (Head, Information Technology Services, University of Washington Libraries), Cynthia Fugate (Senior Associate Dean of University Libraries), David Fray (Director Information Technology, College of Engineering Dean's office), Pedro Arduino (Associate Dean, College of Engineering)

AGREEMENT:

The parties below have executed agreement to this memorandum of understanding and agreement, on behalf of their respective organizations.


Mel DeSart
Head, Engineering Library
University of Washington Libraries

Ward 9/8/15

Jennifer Ward
Head, Information Technology Services
University of Washington Libraries

David Fray 9/10/15

David Fray
Director, Departmental Computing
College of Engineering Dean's Office

Cynthia Fugate 9/8/15

Cynthia Fugate
Senior Associate Dean
University of Washington Libraries

P. Arduino

Pedro Arduino
Associate Dean
College of Engineering