

**Memorandum of Understanding**

The Minnesota Digital Library (MDL), in an effort to assist Minnesota cultural heritage organizations, has purchased scanning equipment to assist in the digitization of local materials.

MDL will lend the scanning equipment under the following terms:

1. MDL will provide the scanner and related equipment for the period of time stated in the "Loan Terms" below. The borrower will need to provide a laptop or computer for metadata collection.
2. MDL agrees to deliver the loaned equipment by the first day of the loan period noted below. The borrowing entity agrees to return all loaned equipment to MDL by the end of the loan period. Any damages that occur during the delivery of the equipment from the borrower to MDL are the responsibility of the borrowing entity.
3. MDL will provide instructions for the use of the equipment.
4. MDL will not be held responsible for any potential rights, copyright, or privacy infringements.
5. The borrowing entity agrees that the scanning equipment will be used solely for the event and purpose listed below.
6. Only staff from or volunteers trained by the borrowing entity will use the equipment.
7. MDL will not be held responsible for any damage that might occur to any local items during the course of the scanning activity. The borrowing entity has the authority to determine what they should or should not scan, and also the responsibility for any subsequent problems.
8. The borrowing entity shall ensure that all loaned equipment is kept in a secure, locked location when not in use. The public should never have unsupervised access to the equipment.
9. If the equipment is damaged or stolen while in the borrowing entity's possession, appropriate financial reimbursement to MDL will be assessed.

Borrowing Entity:

Event or Purpose:

Anticipated Dates of Use:

Loan Period:

**Borrowing Entity:** \_\_\_\_\_

Accepted by (signature): \_\_\_\_\_ Date: \_\_\_\_\_

Printed name: \_\_\_\_\_ Title: \_\_\_\_\_

**Minnesota Digital Library**

Accepted by (signature): \_\_\_\_\_ Date: \_\_\_\_\_

Printed name: \_\_\_\_\_ Title: \_\_\_\_\_