

LETTER OF AGREEMENT (LOA) BETWEEN  
UTAH STATE MERRILL-CAZIER LIBRARY  
AND THE U.S. GOVERNMENT PUBLISHING OFFICE

I. PURPOSE

The purpose of this Letter of Agreement (LOA or Agreement) is to create a Pilot Project Participant Agreement between the U.S. Government Publishing Office (GPO) and the Utah State University Merrill-Cazier Library (USUMCL) (collectively “the Parties”) detailing the roles and responsibilities of each party.

II. BACKGROUND

In 2017, the GPO and the Library Services and Content Management (LSCM), with approval from the Congressional Joint Committee on Printing, set aside funding to assist members of the Federal Depository Library Program (the FDLP) with the development of pilot projects related to collection management, cataloging, inventory, preservation, and other work. Through the Pilot Project Initiative, GPO collaborates with Federal depository libraries to provide staffing and resources for chosen pilot projects.

The USUMCL, a member of the Federal Depository Library Program (FDLP), was selected by the GPO to participate in this program. This LOA outlines the goals for this collaboration, and details the roles and responsibilities of the Parties.

III. GOALS OF PROJECT

The primary goals of this project include:

- Enhancing the National Collection by digitizing previously undigitized titles and making them available to the FDLP community and the public through **govinfo.gov**.
- Inventorying, cataloging, and assessing the condition of a collection of 200-300 Executive Branch War-time documents and providing bibliographic records.
- Providing the USUMCL with a preservation plan for cataloging and inventorying documents.
- Testing the LSCM Pilot Project Framework and updating procedures and forms as needed.
- Determining the feasibility of expanding the processes, procedures, and activities used in this pilot program to partnerships with other libraries.

IV. TERMS OF AGREEMENT BETWEEN GPO AND USUMCL

A. USUMCL agrees to:

- a. Provide space for GPO staff to work onsite.
- b. Provide space for digitization equipment if needed.
- c. Provide support staff for inventory, preservation, and digitization.

- d. Allow documents to be shipped to GPO, or another designated location, for digitization or preservation services that cannot be provided onsite at USUMCL.

B. GPO agrees to:

- a. Inventory, catalog, and assess the condition of a collection of 200-300 Executive Branch War-time Agency documents for USUMCL and provide bibliographic records.
- b. Provide USUMCL with a preservation plan for cataloged and inventoried documents.
- c. Provide tools, guidance, staffing, and quality assurance for the digitization of appropriate cataloged and inventoried documents.
- d. Provide transportation and shipping for documents that require digitization or preservation services that cannot be provided onsite at USUMCL.

V. FINANCIAL TERMS AND PAYMENT

In connection with the provision of services under this Agreement, no funds are to be exchanged between GPO and the USUMCL. Each institution will be responsible for its own expenses incurred as a result of this Agreement.

VI. CONTACTS

GPO:

Project Lead name, title:	Melissa Fairfield, Senior Management and Program Analyst, U.S. Government Publishing Office
Project Lead phone:	(202)320-2387
Project Lead email:	mfairfield@gpo.gov

Participant:

Participant POC, title:	Jen Kirk, Government Information Librarian,
Library Director/Dean, title:	Jennifer Duncan, Interim Director
Library name:	Utah State University Merrill-Cazier Library
Participant POC phone:	(435)797-8033
Participant POC email:	jen.kirk@usu.edu

VII. EFFECTIVE DATE/DURATION/AMENDMENTS

This Agreement is effective as of the date of the last signature by the authorized representatives indicated below. The LOA may be amended by mutual agreement of the parties. Either party may terminate this Agreement upon 30 days' notice in writing to the other party by either email or postal mail. Electronic correspondence is preferred as postal mail is irradiated upon arrival at GPO, and may result in a delay.

VIII. PUBLIC RELEASE OF PILOT PROJECT PARTICIPANT AGREEMENT


The parties agree that a signed copy of this LOA may be made public on a GPO website.

IX. ACCEPTANCE BY:

By signing this letter, the Parties agree that those signing below are authorized to sign on behalf of their organizations, and that the Parties accept the terms of this Agreement.


\_\_\_\_\_  
Jennifer Duncan, Interim Dean of Libraries, Merrill-Cazier Library, Utah State University

Date: [Click here to enter a date.](#)

 02/07/2022  
\_\_\_\_\_

Terrance Palmer, Purchasing Agent, Utah State University

Date: [Click here to enter a date.](#)

 2-1-2022  
\_\_\_\_\_

Melissa Fairfield, GPO Pilot Project Lead

Date: [Click here to enter a date.](#)

\_\_\_\_\_  
Laurie Hall, Library Services & Content Management Managing Director, U.S. Government Publishing  
Office

Date: Feb. 1, 2022

  
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Laurie Hall, Superintendent of Documents, U.S. Government Publishing Office

Date: [Click here to enter a date.](#)