

Memorandum of Agreement

METRO/BQSIMB

About METRO

The Metropolitan New York Library Council ([METRO](#)) is a non-profit organization working to develop and maintain essential library services throughout New York City and Westchester County. The METRO membership consists of a diverse group of over 250 libraries, archives, and information organizations ranging from New York's largest libraries to small community archives.

Programmatically, METRO accomplishes its mission through two main lines of business. First, METRO provides professional development and continuing education opportunities for our membership. Secondly, METRO develops software and acts as a digital services provider. We provide digitization services, metadata services, hosting services for digital collections, and we administer the New York state service hub for the Digital Public Library of America ([DPLA](#)).

About BQSIMB

[BQSIMB](#) (Brooklyn, Queens, Staten Island, Manhattan and the Bronx Health Sciences Librarians) is a non-profit consortium of health sciences librarians of New York City. The mission of BQSIMB is to facilitate professional development and advance health sciences librarianship for the membership. The organization supports the mission by serving as a leading resource for professional education, advocacy and networking. BQSIMB supports the membership in meeting the challenges of providing quality library services and systems for healthcare organizations within the constituted geographic area.

The Opportunity

The METRO Hospital Library Services Program (HLSP) supports the work of more than 65 hospital and medical center libraries in New York City and Westchester County. METRO seeks to develop, enhance, and improve the delivery of healthcare information between member libraries and health care professionals. METRO seeks to expand support for targeted continuing education courses (including courses offering Medical Library Association credits) to hospital and medical libraries within its membership.

BQSIMB currently serves as a resource for professional education and advocacy for health care and health science organizations and professionals in all five boroughs of New York City. BQSIMB has been sharing knowledge and expertise among its membership for more than thirty years.

The HLSP program at METRO is currently staffed by a single part-time position. That position is also tasked with management of three grant programs and licensing of shared electronic resources in support of METRO hospital library members. Given METRO's lack of staff capacity in this area, creating effective training programs that target health science research professionals can be a challenge. BQSIMB is well positioned to provide support for programming for medical library professionals and would in turn benefit from use of METRO's space to host trainings and events. Given the symbiosis of our missions and service areas, a partnership between METRO and BQSIMB leverages our shared strengths.

The Partnership

METRO and BQSIMB will work together in the coming months to design a first round of programming for hospital and medical library professionals to be hosted in METRO's space at 599 11th Avenue, 8th Floor, New York, NY.

During the course of this partnership, BQSIMB will be responsible for planning programming and scheduling 3 events or trainings in close coordination with METRO staff. METRO will be responsible for hosting each event, as well as providing support for event registration and promotion.

Partners agree that establishing this agreement will be of great service to health science organizations and professionals in New York City and Westchester County in the following ways:

- It will provide a space where New York-area hospital and medical library professionals can connect with one another as well as with other research professionals.
- It will support instruction and research for both METRO and BQSIMB members and their respective communities.
- It will provide an important source of ongoing professional development for METRO staff and the broader METRO membership base in the critical field of hospital and medical libraries.

TERMS of PARTNERSHIP

Duration. This partnership is effective for six months (January 1, 2018- June 30, 2018). At the conclusion of the six month period, project partners will meet to evaluate the partnership, and may choose to enter into an additional term of collaboration.

Communication. BQSIMB will designate a representative to serve as a primary contact with METRO for event coordination. All event details will be coordinated in close communication with METRO's HLSP Manager and designated event staff.

Compensation. METRO agrees to pay BQSIMB a flat rate of \$1,000 for a six-month partnership with BQSIMB. This fee covers the following activities:

- Planning 3 events to be hosted in the METRO space between January 1, 2018-June 30, 2018.
- Coordinating speakers/trainers for each event. Speakers/trainers will then contract directly with and be compensated separately by METRO according to METRO's standard [facilitator rates](#).
- Providing event details (including instructor/facilitator contact information) and coordinating with METRO staff to schedule and promote each event, per the Logistics section below.

Logistics. METRO and BQSIMB will work together to identify potential dates and timeframes for three events.

BQSIMB members agree to provide the following details to METRO's HLSP Manager and event staff at least six weeks in advance of each event:

- Event title
- Name and contact information for each facilitator
- Biographies for each facilitator
- Event description (including at least three direct outcomes)

METRO will host registration for each event. BQSIMB acknowledges that METRO will consider these events as part of their ongoing professional development efforts. BQSIMB will be named as a co-sponsor on each event. Registration fees will be required for each event per METRO's standard member and non-member rates; METRO will provide BQSIMB with an access code for free tickets for use by members of both organizations.

BQSIMB members agree to abide by METRO's [community expectations](#) while working in METRO's space.