

LETTER OF AGREEMENT (LOA) BETWEEN
UNIVERSITY OF NORTH TEXAS LIBRARIES
AND THE U.S. GOVERNMENT PUBLISHING OFFICE

I. PURPOSE

The purpose of this Letter of Agreement (LOA) is to create a Pilot Project Participant Agreement between the U.S. Government Publishing Office (GPO) and the University of North Texas Libraries (UNT) (0608A). This LOA outlines the responsibilities of the library as a Pilot Project Participant.

The LOA will be applied in circumstances where Federal Depository Library Program (FDLP) libraries agree to participate in collaborative initiatives with GPO, known as Pilot Projects.

II. BACKGROUND

GPO and Library Services & Content Management (LSCM), with approval from the Joint Committee on Printing, set aside funding in 2017 to develop pilot project initiatives to assist Federal depository libraries with collection management, cataloging, inventory, preservation, and other work.

GPO will carry out projects in collaboration with the libraries, and provide staffing and resources for these projects. FDLP libraries selected to participate as Pilot Project Participants benefit from this work in the form of services that benefit the library, such as bibliographic records or document preservation, but will not receive any funds from GPO.

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.
- Inventorying and assessing the condition of a collection of military technical manuals from the War Department, Department of the Army, and/or the Department of Defense in support of the University of North Texas Libraries Preservation Steward collections.
- Enabling discovery of those titles in both the print and digital formats by creating records for the titles in the Catalog of U.S. Government Publications.
- Supporting the University of North Texas Libraries Digital Preservation Steward collections in the UNT Digital Library (the UNT Libraries digital repository).

- Testing the feasibility of the processes, procedures, and activities used in this pilot project plan to expand services in support of permanent public access to the National Collection of U.S. Government Public Information.

IV. TERMS OF AGREEMENT BETWEEN GPO AND PILOT PROJECT PARTICIPANT

A. University of North Texas Libraries shall:

- a. Provide space for GPO staff to work onsite as necessary.
- b. Provide space for equipment to support digitization as necessary.
- c. Provide University of North Texas Libraries staff support as called for in the final project plan.
- d. Allow documents to be shipped to GPO, or another designated location, for non-destructive digitization or preservation services that cannot be provided onsite.
- e. Transfer the digital surrogates, including preservation masters, access copies, and any related metadata, for any titles related to the military technical manuals collection, that are the focus of this pilot project, to GPO for ingest into GovInfo, at the time of this agreement, and as more related titles are added to the UNT Digital Library.
- f. Provide the OCLC numbers, or other metadata, for any bibliographic records associated with the military technical manuals (as described in Section III, Goals of the Project) that are the focus of this pilot project to GPO as requested, now and as more related titles are added to the University of North Texas internal library system.
- g. Submit a Preservation Steward inventory to GPO that includes any titles from the military technical manual collection at UNT Libraries that are included in the pilot project.

B. GPO shall:

- a. Provide subject matter expertise and a project plan that provides University of North Texas Libraries with the necessary bibliographic inventory to add those military technical manual titles that are the focus of this pilot project to their Preservation Steward collections.
- b. Provide University of North Texas Libraries with the OCLC numbers, or other metadata, for all bibliographic records added to the Catalog of U.S. Government Publications in support of this pilot project.
- c. Provide digital surrogates, including preservation masters, access copies, and any related metadata, of any titles from the military technical manual collection included in this pilot project to the University of North Texas Libraries for ingest into the UNT Digital Library, in support of that Digital Preservation Steward collection.

- d. Provide access to the digital surrogates for any titles included in the pilot project via GovInfo.
- e. Provide University of North Texas Libraries with subject matter expertise and consultation to support the physical preservation of their military technical manuals collection, in support of the University of North Texas Libraries Preservation Steward collections.
- f. Provide tools, guidance, staffing, and quality assurance for the digital surrogates created by this pilot project.
- g. Provide transportation and shipping, for those military technical manuals included in this pilot project, where necessary according to the final project plan.

V. FINANCIAL TERMS AND PAYMENT

In connection with the provision of services under this agreement, no funds are to be exchanged between GPO and University of North Texas Libraries.

Each institution will be responsible for its own expenses incurred as a result of this agreement.

VI. CONTACTS

GPO:

Project Lead name, title: Abigail McDermott, Collection Management Librarian, U.S. Government Publishing Office

Project Lead phone: 202-304-5108

Project Lead email: amcdermott@gpo.gov

Participant:

Participant POC, title: Robbie Sittel, Government Information Librarian

Library Director/Dean, title: Diane Bruxvoort, Dean of Libraries

Library name: University of North Texas Libraries

Participant POC phone: 940-565-4150

Participant POC email: roberta.sittel@unt.edu

VII. EFFECTIVE DATE/DURATION/AMENDMENTS

- This Pilot Project Participant LOA is effective as of the date of signature by all authorized representatives indicated below.
- This Pilot Project Participant LOA may be amended by mutual agreement of the parties.

- Either party may terminate this agreement upon 30 days' written notice to the other party, including by email or postal mail.
- Electronic correspondence is preferred as postal mail is irradiated upon arrival, and receipt by GPO staff is delayed.

VIII. PUBLIC RELEASE OF PILOT PROJECT PARTICIPANT AGREEMENT

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

IX. ACCEPTANCE BY:

By signing this letter, the library and GPO accept the terms of this agreement.



_ Diane Bruxvoort, Dean of Libraries

Date: November 28, 2022



_ GPO Pilot Project Lead

Date: November 29, 2022



_ Library Services & Content Management Managing Director

U.S. Government Publishing Office

Date: 11/29/2022

Superintendent of Documents

U.S. Government Publishing Office

Date: