



Structure of a typical Memorandum of Understanding (MOU):

MEMORANDUM OF UNDERSTANDING

Between
[Party 1]
and
[Party 2]

The following Memorandum of Understanding (MOU) sets forth the terms of agreement between [Party 1] and [Party 2] regarding _____.

I. Purpose of MOU

It is the purpose of this MOU to establish a cooperative and mutually beneficial relationship between the parties and set forth the relative responsibilities of the parties insofar as they relate to _____.

II. Duration of MOU

III. Project Description

IV. General Provisions

V. Responsibilities of the Parties Under Agreement

VI. Equal Opportunity

Both parties agree to:

1. Comply with Title VI of the Civil Rights Act of 1964 (PL 88.352) and in accordance with Title VI of that act, no person in the United States will on the grounds of race, color, or national origin, be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the delivery of services.
2. Comply with Section 504 of the Rehabilitation Act of 1973, as amended, (29 U.S.C. 794), which prohibits discrimination on the basis of handicap.
3. Comply with the requirements of the Americans with Disabilities Act of 1990, PL 101-336, 101 Congress 2nd Session, 104STAT.327 (July 26, 1990).



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VII. Amendment or Cancellation of MOU

This MOU may be amended at any time in writing and by mutual consent of the parties. The MOU may be cancelled by either party upon sixty (60) days written notice except where the cancellation is for cause, i.e., a material and significant breach of these provisions, it may be cancelled upon delivery of written notice to the other party.

Contacts

Approved:

The undersigned parties bind themselves in the faithful performance of this MOU. It is mutually understood that this MOU will not become effective until approved by all parties involved.

Signature

Date

Signature

Date