

**MEMORANDUM OF UNDERSTANDING (MOU)
BETWEEN TACOMA PUBLIC LIBRARY AND WASHINGTON STATE LIBRARY**

THIS MEMORANDUM OF UNDERSTANDING is made by and between the Tacoma Public Library (TPL), , located at 1102 Tacoma Avenue South, Tacoma, WA 98402, and the Washington State Library (WSL), Office of the Secretary of State located at 6880 Capitol Blvd SE, Tumwater, WA 98501-5513.

WHEREAS, TPL and WSL share common goals and interests related to the success of individuals released from incarceration, a reduction in the recidivism rate, the opportunity to build bridges and strong relationships, and access to information; and

WHEREAS, TPL and WSL are invested in establishing a long-term partnership by providing library cards and future programming to individuals released from incarceration from the following Corrections Centers and when those individuals released from incarceration are released into the City of Tacoma as their designated address:

Airway Heights Corrections Center, or
Cedar Creek Corrections Center, or
Clallam Bay Corrections Center, or
Coyote Ridge Corrections Center, or
Larch Corrections Center, or
Monroe Correctional Complex, or
Mission Creek Corrections Center for Women,
Olympic Corrections Center, or
Stafford Creek Corrections Center, or
Twin Rivers Corrections Center, or
Washington Corrections Center, or
Washington Corrections Center for Women, and/or
Washington State Penitentiary

to accomplish these common goals and interests through the partnership; and

WHEREAS, TPL, in order to verify and process library card requests, will need the due diligence completed by WSL within a week of issuing a library card as listed in Section 3B; and

WHEREAS, TPL and WSL are interested in providing individuals released from incarceration with services and opportunities through workforce development, access to education and information with a Tacoma Public Library card for further educational advancements and growth.

NOW, THEREFORE, based on the foregoing, the parties enter into the following Agreement as authorized by and subject to the Interlocal Cooperation Act (RCW 39.34):

Section 1. Purpose. TPL and WSL enter into this Memorandum of Understanding (MOU) in order to provide access to services that TPL provides.

Section 2. Partnership Responsibilities. The parties' respective responsibilities under this MOU are as follows:

- A. TPL will provide library cards to be distributed by WSL staff at the statewide Corrections Centers to individuals who are being released.
- B. In turn, WSL will provide TPL with the name of the individual, library card number along with address, phone number and/or email address when available to verify information within a week of distribution of card.

- C. TPL will activate library cards identified in B. within one week of receiving a complete record which includes the above information.
- D. TPL and WSL will collaboratively engage in opportunities for classes and events to explore enhanced learning opportunities for the public that are related to the needs and expectations of the released individuals.
- E. WSL will follow library policies unless given written permission by the Library Executive Director.
- F. WSL will track and report the number of individuals served through this partnership and report those numbers on a quarterly basis to TPL.
- G. TPL will track the percentage of cardholders using services and the percentage of physical materials checked out by released inmates.
- H. There will be an internal review on TPL department statistics annually to see if other reporting mechanisms may be developed by TPL and WSL that capture outcomes from programs hosted by TPL as well as other statistics in relation to services provided.

Section 3. Duration of Agreement. This MOU shall be effective upon signature of both parties and shall remain in effect unless terminated by a written notice by one party to the other, in which case the agreement will terminate sixty-days after a party's receipt of such termination notice.

Section 4. Entire Agreement and Amendment. This MOU represents the parties' entire agreement with respect to the matters specified herein.

Section 5. Contact Information. Representatives and their contact information, for each party, are as follows:

- A. For the Tacoma Public Library: Kate Larsen, Library Director, Tacoma Public Library, 1102 Tacoma Avenue South, Tacoma, WA 98402
- B. For the Washington State Library contact: Laura Sherbo, Washington State Library, Office of the Secretary of State, 6880 Capitol Blvd SE, Tumwater, WA

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Name Date
 Kate Larsen
 Tacoma Public Library

DocuSigned by:

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Name Date
 Laura Sherbo
 Branch Library Services Program Manager
 Washington State Library, Office of the Secretary of State