Cooperative Agreement between the
Harn Museum Bishop Study Center and the
George A. Smathers Libraries, University of Florida

Purpose
This document establishes a cooperative program between the George A. Smathers Libraries and the above named Affiliated Library. Affiliated Libraries are academically administered libraries that are independent of the UF library system (the George A. Smathers Libraries) and that have significant, specialized collections. This agreement recognizes the significance of the Harn Museum Bishop Study Center collection and provides for the integration of its holdings into the UF Libraries Catalog. The goal of this effort is to expand access and awareness of the resources held by the Harn Museum Bishop Study Center as a supplement to the holdings of the George A. Smathers Libraries. In return for this recognition, the Affiliated Library agrees to provide service and collection management as described below.

Harn Museum Bishop Study Center Program and Collection Description
The Bishop Study Center was established in February 1996 under the original name of MOSAIC. In 1998 the library was renamed to its current title, in honor of Budd Harris Bishop, the founding Director of the Samuel P. Harn Museum of Art. A valuable educational and research asset to students, faculty and staff, the library houses a body of works concerning art, art history, museum studies and art education directly related to the museum’s permanent collection. An inventory conducted in Fall 2013 listed the library contents as containing 1,326 printed materials including Educator Resource Curricula, books, exhibition catalogs and art periodicals.

Service Policies
The Bishop Study Center is available to UF Faculty, staff, students and the general public. Photocopying of up to 10 pages per visitor per day is available free of charge. University faculty, staff, school and homeschool teachers and students pursuing degrees in education are eligible to become part of our Educator Resource Program, wherein they may check-out designated materials for up to two weeks at a time. These materials are limited to items located in the Educator Resource Program collection (including art education/museum curriculum, teacher’s guides and books, visual aids, cd-roms, DVDs and videos) as well as children’s books, DVDs and videos. Reference books are excluded from this program.

The library is open during Museum hours: Tuesday through Friday, 11 AM to 5 PM, Saturday 10 AM to 5 PM, and Sunday 1 PM to 5 PM. It is closed on State holidays.

Collection Development
Monies for collection development come from the Harn Museum’s annual overhead budget. The Harn Museum will make the necessary funds for continued maintenance and upgrade of the Bishop Study Center.
Harn Museum Bishop Study Center Commitments
Because this agreement improves access and awareness of the resources held by the Affiliated Library, there will be services expected by patrons finding these resources in the UF Libraries Catalog. It is expected that the Affiliated Library will provide the following services.

- Liaison Elizabeth King, Bishop Study Center Manager, Adult Programs & Volunteer Coordinator, can be reached at eking@harn.ufl.edu or 352-392-9826 ext. 2149. When this person leaves, another person needs to continue management of the collection. The Libraries' Liaisons are to be notified about this change in personnel. If Elizabeth cannot be reached, Eric Segal, Education Curator of Academic Programs will serve as liaison and can be reached at esegal@harn.ufl.edu or 352-392-9826 ext. 2115.

- Use of materials in-house during regular posted times or by appointment. If materials are available for check out this function must be administered by the Affiliated Library.

- Collection management is expected (maintenance of the collection, especially catalog information on current, new and removed items in the collection.)

- Photocopying, scanning, etc. are considered optional services.

George A. Smathers Libraries (UF Libraries) Commitments

- Liaisons: Tom Caswell (tcaswell@ufl.edu) – primary contact for collection management and general information; and Peter Bushnell (petbush@uflib.ufl.edu) – primary contact for catalog maintenance, management, training and consultation.

- Catalog management –
  - Affiliated Library will receive a Sub-library code with display name, and a Collection code(s) with display location.
  - UF Libraries catalog records will be created for items in the Affiliated Library collection by staff of the Affiliated Libraries with training and consultation from UF Libraries staff.
  - Material will be listed as non-circulating in the UF Libraries catalog.
  - Information on the Affiliated Library and its location will be in the UF Libraries catalog.
  - Interlibrary Loan will not be available and the material will not be listed in OCLC.

- Assistance, training and consultation with collection and catalog management.

Review of Agreement
This agreement will be reviewed as necessary by the Libraries Liaison and the Affiliated Library Contact Person to determine if agreement is being adhered to, is still viable, or needs revisions.

Termination of the Agreement
This agreement can be terminated by either participant involved through written notification to the other participants. If the agreement is terminated, the Harn Museum Bishop Study Center records will be removed from the UF Libraries Catalog.

Signing on behalf of Harn Museum Bishop Study Center

[Signature]

Director, Samuel P. Harn Museum Of Art

Signing on behalf of George A. Smathers Libraries

[Signature]

Associate Dean

Date: 12-20-13

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