

MONTGOMERY COUNTY PUBLIC LIBRARY SYSTEM

MEMORANDUM OF UNDERSTANDING ON PERMITS REQUIRING PUBLIC ACCESS

We agree to the following conditions:

1. Each branch of the Montgomery County Public Library System will provide a space for the permit applications that must be available to the public. The permit applicant may choose the branch(es) located in the most appropriate area of the county. The permit applicant must provide one copy of the application per location chosen.
2. The public will have access to these documents during library business hours. The public may copy all or parts of the document at their own expense. The library staff cannot monitor this process or otherwise assure that all pages are kept intact. No record of use will be kept by the library.
3. The library staff will notify the permit applicant if missing or torn pages are discovered by the public. It is up to the permit applicant to submit replacements.
4. To minimize the risk to the integrity of the documents the library requires that the document be bound. The permit applicant may choose the most appropriate type of binding. These include but are not limited to soft cover binders, spiral binding, or ringed notebooks.
5. **The applicant must clearly label the binder front and, if possible, the spine. The permit number must be on the front of the binder as well as the company name and date of issue.**
6. The library will mark the binding with the date received and place a reference material tag on the document binding. This indicates that the material may not be checked-out or removed from the library. Electronic tags will be used in the library branches that have sensing devices.

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PERMIT NUMBER: _____
TITLE ON BINDER: _____

7. The permit applicant must provide a specific retention period. If this is not possible then an approximate retention period must be given and the permit applicant must notify the branch library when the permit may be removed.

Retention period: From: _____ **To:** _____

Mark one: **Actual period** **Estimated period**

8. The applicant must also **specify the final disposition** of the document. If the document is to be returned to the permit applicant, the applicant must either collect the document or provide a postage paid mailer for its return.

Disposition (mark one):
 Discard at end of retention period
 Return in postage paid envelope
 Applicant will pick up
 Other _____

Permit applicant or representative:

Library Representative:

Signature

Signature (Branch Manager or
Supervisor on duty)

Name (printed)

Name (printed)

Name of firm

Name of Library

Address

Address

City, State, Zip code

City, State, Zip code

Date

Date