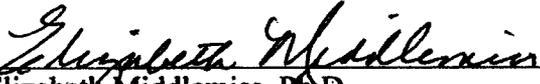


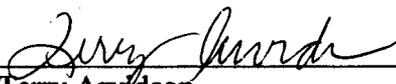
**MEMORANDUM OF AGREEMENT
BETWEEN
THE
DEPARTMENT OF DEFENSE DOMESTIC DEPENDENT
ELEMENTARY AND SECONDARY
SCHOOLS (DDESS)
AND
THE FEDERAL EDUCATION ASSOCIATION STATESIDE REGION
(FEA-SR)
IMPLEMENTATION OF THE INTEGRATED LIBRARY SYSTEM – MILLENNIUM**

The Department of Defense Domestic Dependent Elementary and Secondary Schools, (DDESS) and the Federal Education Association Stateside Region (FEA-SR) hereby enter into this Agreement regarding the implementation of the Millennium Integrated Library System:

- a. Training will be in accordance with the attached training notice. The school Information Specialist (IS) will be notified in writing of the scheduled training date one week prior to the training. In the event the technology is not functioning properly, additional afternoon sessions during the week will be provided until the technology is fully functioning. The IS may use these sessions as working sessions in their information center for Millennium-related tasks as needed.
- b. The IS will not be responsible for MARC records from Mackin of those items purchased "in the gap". MARC records for purchases from any vendor other than Mackin will be the responsibility of the IS.
- c. The IS will be allowed to transition to the Millennium systems as they feel comfortable; however, the transition to the Millennium system must be completed no later than the beginning of the 2014-2015 school year. In order to transition to the new system in a timely manner, a 'global due date' may be established for the return of all checked out materials no less than one week prior to the transition.
- d. The IS will be responsible for entering items such as, but not limited to, the title, author, ISBN and barcode number, and will then flag the item as "on-the-fly" in the Millennium system. If the IS requires more time beyond what is available during the training week, they will coordinate that time with their Principal. Completion of the cataloging at this point will be the responsibility for the Peachtree City Area Service Center.
- e. One afternoon release time will be provided for the removal of records for items lost or damaged since the initial upload of records to Millennium.
- f. In the event that patron data [students] cannot be transferred from the student information management system [ASPEN], the school IS will be provided one half day of release time to manually input student patron data. An additional half day release will be provided for the IS to manually upload patron data of those not in the school management information system.
- g. In order to conduct the end of year inventory, the IS may request through their school administrator, to close one week prior to the end of the school year.
- h. Every effort will be made to resolve any disputes that arise at the organizational level where they arise prior to forwarding the matter to the next higher level.


Elizabeth Middlemiss, Ph.D.
Interim Director, DDESS/DoDDS-Cuba

Date 1/14/14


Terry Arvidson
FEA-SR Director for DDESS

Date 1/14/14

Final steps of Millennium library system implementation will begin in January 2014. The training will be conducted virtually, through the GoTo Meeting system. The training is one week long and consists of a two hour session in the morning (9 AM-11 AM) and a two hour session in the afternoons(1 PM-3 PM). The morning session will be the primary instruction period and the afternoons will be hands-on, reinforcement, Q&A and working sessions. Because there are limits on the class size, we will break the training into six sessions. The schedule will be as follows:

| | |
|-------------------|--|
| Week 1: Jan 20-24 | Georgia/Alabama (brief session on the 17 th to test equipment - MLK) |
| Week 2: Jan 27-31 | Ft. Campbell and New York |
| Week 3: Feb 3-7 | Ft. Knox and Puerto Rico |
| Week 4: Feb 10-14 | Camp Lejeune and Virginia |
| Week 5: Feb 17-21 | Ft. Bragg (brief session on the 14 th to test equipment – Washington’s) |
| Week 6: Feb 24-28 | South Carolina, Ft. Stewart and Cuba |

Here are some further points to keep in mind:

- If the ISs on an installation wish to gather in a central location, feel free to do so. If you do gather, you will need to bring your barcode scanner and make sure Millennium is functioning on your **new** laptop.
- HQ is providing sub days for this training. You will not be able to attend the training and operate your IC.
- Due to class size constraints, library techs and ETs are not permitted.
- Make sure that the Millennium software has been installed and is functioning **on your new computers** prior to the training.
- You will need to have available some of your generic 14-digit barcodes and some unprocessed books for cataloging practice.
- You will need a list of your school’s teachers to enter into Millennium. Student patrons will be pulled automatically from Aspen but staff must be entered manually.
- The IS will not be held responsible for MARC records from Mackin of those items purchased "in the gap." The ASC will be responsible for entering those MARC records.
- "On the fly" cataloging for purchases from any vendor other than Mackin will be the responsibility of the IS. Completion of the cataloguing at this point will be the responsibility for the PTC ASC. This process will be covered in the training.
- The IS will be allowed to transition to the Millennium systems as they feel comfortable; however, the transition to the Millennium system must be completed no later than the beginning of the 2014-2015 school year.
- In order to transition to the new system in a timely manner, a 'global due date' may be established for the return of all checked out materials no less than one week prior to the transition.
- In order to conduct the end of year inventory, the principal at his/her discretion may choose to close the Information Center for up to one week prior to the end of the school year.

Jan 14/14