

Wisconsin Public Library System Backup and Digitization Storage Collaboration Memorandum of Understanding Addendum 1

Draft

Responsibilities

This is an addendum ("**Addendum 1**") to the *Wisconsin Public Library System Backup and Digitization Storage Collaboration Memorandum of Understanding* (the "**MOU**") between collaborating Wisconsin public library systems, acting as individual systems, together with an established library system partnership, the Libraries and Enterprise Applications Nexus of Wisconsin ("**LEAN WI**"), and the South Central Library System ("**SCLS**"). Collectively, all signatories to the **MOU** are referred to as the "**Parties**," individually a "**Party**." **Addendum 1** will supplement the **MOU** (or each active instance of the **MOU**) in effect between the **Parties** as of the "**Starting Date**": _____.

The technology collaboration project (the "**Project**") described in the **MOU** is a collaboration establishing a multi-site, enterprise-level server backup and digital artifact archive with integrated end user interface between multiple public library systems (the **Parties**) in Wisconsin. The purpose of **Addendum 1** is to identify the responsibilities of each **Party**.

TERMS

Applicability and Durability:

Except for any formal legal agreements already in force between the **Parties** and as described subsequently in this section, the responsibilities described within **Addendum 1** supersede all responsibilities described in prior understandings related to the **Project**, implicit or express, verbal or documented, established between any representatives of the **Parties**.

The responsibilities described within **Addendum 1** supplement any responsibilities described in the **MOU**. If any role or responsibility described herein conflicts or is otherwise incompatible with any role or responsibility described in the **MOU**, such role or responsibility described herein will supersede.

Addendum 1 is an addendum to the **MOU** and will not supplement, supersede, or otherwise affect the *Wisconsin Public Library System Backup and Digitization Storage Collaboration Multi-site Platform Hosts Memorandum of Understanding which is an agreement between SCLS and LEAN WI*.

Duration:

Addendum 1 will remain in effect until it is replaced or withdrawn by the **Parties** or until the **MOU** is replaced or terminated by the **Parties**.

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Definitions:

primary instance	The instance of backup and archive services which participant library system or third party partners will interact with directly for general operations.
replication instance	The instance of backup and archive services which will replicate the primary instance and which its hosting party(ies) will interact with directly for general operations.
replication	The act of replicating consumer stored data between two or more service host sites. Though one site is labeled as a 'primary instance' and subsequent sites are each labeled as a 'replication instance', all sites replicate each other site's unique local data.
zero trust	The National Institute of Standards and Technology (NIST) Special Publication (SP) 800-207 provides the following operative definition of zero trust: <i>"Zero trust provides a collection of concepts and ideas designed to minimize uncertainty in enforcing accurate, least privilege per-request access decisions in information systems and services in the face of a network viewed as compromised."</i>

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Responsibilities:

SCLS

will: (1) maintain the appropriate equipment, software, and network connectivity necessary to operate a healthy **primary instance** of the backup and archive services described in the **Project**; (2) utilize the **primary instance** for direct access and the replication instance for recovery access; (3) enable **LEAN WI** and the other **Parties** to interconnect to the **SCLS** network and enable direct or indirect access to Backup and Archive services by the **Parties**, limiting access following a **zero trust security model**; (4) support replication services and recovery access for the replication instance maintained by **LEAN WI**; (5) provide reporting of individualized backup results and capacity utilization to each of the **Parties**; (6) arbitrate the resolution of backup job scheduling conflicts if network or service platform performance capacities are exceeded; (7) publish and maintain operational documentation detailing the capital equipment, software, mechanisms, processes, and other information relevant to the **Project**;

LEAN WI

will: (1) maintain the appropriate equipment, software, and network connectivity necessary to operate a healthy **replication instance** of the backup and archive services described in the **Project**; (2) utilize the **replication instance** for direct access and the **primary instance** for recovery access; (3) enable **SCLS** to interconnect to the **LEAN WI** network and enable direct or indirect access to replication services by **SCLS**, limiting access following **a zero trust security model**; (4) support replication services and recovery access for primary instance services maintained by **SCLS**; (5) adhere to items 1, 2, 5, and 7 in the following paragraph (Each Other Party).

EACH OTHER PARTY

will: (1) establish a primary contact for communications with **SCLS**, **LEAN WI**, and the other **Parties** regarding the service(s) described in the **Project**; (2) promptly notify **SCLS** of the departure of employees (or other changes in staffing) who have account access to the **Project** resources; (3) maintain a network connection interconnecting its network to the **SCLS** network, limiting access following **a zero trust security model**; (4) configure its own network to communicate with the **SCLS** network for the purpose of utilizing the service(s) described in the **Project**; (5) maintain its individualized configuration for the service(s) described in the **Project**; (6) coordinate the scheduling of its backup job(s) with all other **Parties** to avoid exceeding network or service platform performance capacities, deferring to arbitration by **SCLS** in cases where scheduling conflicts cause such capacities to be exceeded; (7) Validate the successful completion and integrity of its backup job(s).

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Adoption:

Addendum 1 will not be superseded in full or in part except by written agreement of **the Parties**.

Addendum 1 will be in effect on **the Starting Date upon** the signature of all Parties' authorized representatives.

NOW THEREFORE, in consideration of the terms herein contained, we, the undersigned authorized representatives of the **Parties** hereby adopt **Addendum 1**, supplementing the **MOU** by describing the responsibilities of the **Parties** as applicable to the **Project**.

Signature: _____ Date: _____

Name: _____ Title: _____

System: _____

Signature: _____ Date: _____

Martha Van Pelt, Director
South Central Library System

Signature: _____ Date: _____

Joshua Klingbeil, CIO
LEAN WI Partnership,
comprising: IFLS Library System, Northern Waters Library Service, and Wisconsin Valley Library
Service, acting and operating as a single, federated **Party** for the purposes of the **Project**.