

# MEMORANDUM OF UNDERSTANDING

*Between*

**Steven Mandeville-Gamble**  
University Librarian, UCR Library

*And*

**Librarians Association of the University Of California—Riverside Division**

*Concerning*

## LAUC-R PROFESSIONAL DEVELOPMENT APPROVALS AND MEMBERSHIP PAYMENTS

This Memorandum of Understanding (MOU) is between Steven Mandeville-Gamble, University Librarian, University of California, Riverside (“UL”) and the Librarians Association of the University of California—Riverside Division (“LAUC-R”).

### I. BACKGROUND AND PURPOSE

This MOU describes the pre-approval of LAUC-R managed professional development funds (initial and end of year allocations) by the University Librarian and available use of those funds for payment of professional memberships from July 1, 2014 through June 30, 2019, subject to final approval of any and all business expenditures by campus Accounting.

### II. ADMINISTRATIVE PROVISIONS

- A. To increase efficiency in the approval process, the University Librarian and the LAUC-R Research and Professional Development (R&PD) Committee are pre-approving usual and customary professional development expenditures charged against basic and end of year LAUC-R allocations (\$706.03 for FY2015 initially and whatever unused funds are remaining in May/June each fiscal year). Any “non-usual & customary” request (bringing a program to campus, etc.) should be submitted on the form in Appendix A.
- B. In response to a request from the LAUC-R Research and Professional Development Committee, and with half of the other UC campus libraries already doing so, the UL is allowing LAUC-R managed funds to be used for professional memberships.

- C. For professional development involving travel, the librarian should follow the provisions of the **University of California Policy BFB-G-28**, which is used as the basis for reimbursing University business travel expenditures. If a librarian is unsure if an out-of-the ordinary expenditure will be reimbursed, after reading Policy G-28, please check with the Library purchasing agent **BEFORE** the expense is incurred.
- D. In regards to hotel accommodations, librarians are encouraged to share hotel rooms whenever possible to extend their professional development funds.

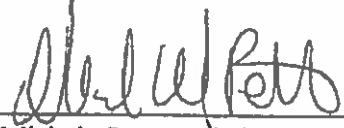
III. GENERAL PROVISIONS

This MOU will become effective with the three signatures, below, and shall remain in effect until June 30, 2019. It may be reviewed as needed at the request of either party during the life of the MOU or to create a new one before this one expires.


IV. FINAL ADDITIONS

Any actions resulting in changes to this MOU will require written agreement by the individuals holding the three positions listed below at the time of signing prior to implementation, with the exception that the UL may end this MOU with cause.

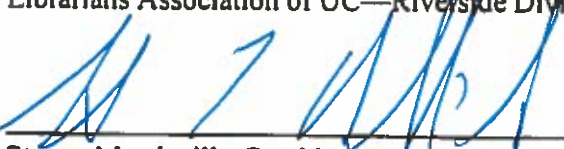
V. SIGNATURES SUPPORTING THIS MOU:

  
\_\_\_\_\_  
Michele Potter, Chair  
Librarians Association of UC—Riverside Division

7/28/2014  
\_\_\_\_\_  
Date

  
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Kenneth Furuta, Chair, Research & Prof. Dev. Com.  
Librarians Association of UC—Riverside Division

7/28/2014  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Steven Mandeville-Gamble  
University Librarian, University of California, Riverside

7/29/2014  
\_\_\_\_\_  
Date