Memorandum of Understanding
Regarding an Organizational Business Address between Stanford University Libraries and the Western Association of Map Libraries

THIS AGREEMENT is made as of March 19, 2024 by and between the Western Association of Map Libraries ("WAML") and the Stanford University Libraries (SUL).

WHEREAS:

1. WAML is an internationally renowned organization for information professionals and institutions working with maps, data, and cartographic information.
2. WAML is a non-profit organization incorporated in the State of California and files all organizational taxes within the state.
3. Certain WAML business procedures require an organizational business address in the State of California and are not allowed the option to use a post office box causing individual members to use personal addresses to accept mail for the organization.
4. Stanford University is located in the current state of incorporation for the organization, California.
5. SUL is the official repository of the physical and digital archives of WAML, which serves as the access hub for WAML histories and records.
6. SUL supports strong physical and digital map collections and has a significant presence within the professional map and GIS librarian community.
7. WAML seeks an organizational business address at Stanford University under mutually agreed upon terms for 5 years.

NOW, THEREFORE, in consideration of their mutual covenants, the parties hereto agree as follows:

1. SUL will provide a physical address to be used by WAML business and operational activities.
2. SUL will designate the David Rumsey Map Center as the address to which official WAML mail will be sent.
3. SUL will designate the Head & Curator of the David Rumsey Map Center as the official representative who will manage the mail for WAML.
4. SUL will designate a second staff member as the back-up in case the Head & Curator of the David Rumsey Map Center position is vacant.
5. SUL designate will forward the mail addressed to the organization to the WAML Treasurer on a mutually agreed upon timeframe but no less than once a month.
6. WAML waives any legal implications around the opening of mail addressed to the organization if required to manage the mail forwarding.
7. The parties agree to review the agreement every 5 years from the date of the last agreement to update, renew, or revoke the agreement.

IN WITNESS WHEREOF, the parties have executed this instrument.

Signatory for WAML, Jessica G. Benner, WAML President 2023-2024
Signatory for Stanford Libraries: Julie Sweetkind-Singer, Senior Associate University Librarian for Collections and Public Services.