

Memorandum of Understanding (MOU) between
U.S. Citizenship and Immigration Services
and
the Institute of Museum and Library Services

1. PARTIES. The parties to the Agreement are U.S. Citizenship and Immigration Services (USCIS) and the Institute of Museum and Library Services (IMLS).
2. AUTHORITY. This Agreement is authorized under the provisions of Section 451(f) of the Homeland Security Act of 2002 and Section 204(g) of the Museum and Library Services Act, as amended. This Agreement supports USCIS' mission to promote instruction and training on citizenship rights and responsibilities and raise awareness of the importance of citizenship while also supporting IMLS in its effort to foster an atmosphere of cross-cultural understanding and learning opportunities in a trusted environment.
3. PURPOSE. The purpose of this Agreement is to set forth terms by which USCIS and IMLS will support libraries through public information and engagement opportunities and the distribution of educational materials and training resources on immigration and citizenship.

4. RESPONSIBILITIES:

USCIS

- a. In conjunction with IMLS, USCIS will develop a special section of the Citizenship Resource Center website dedicated to the information needs of libraries.
- b. In coordination with IMLS, USCIS will design tailored training opportunities for librarians on citizenship education programming, contacting and engaging with USCIS, identifying local non-profit groups providing naturalization assistance, and utilizing USCIS educational materials.
- c. USCIS will identify specific content areas where it can assist IMLS project developers and partners in the organization and development of selected content for library-focused websites. This will include developing a short online tutorial for librarians on the USCIS Electronic Immigration System (USCIS ELIS).
- d. USCIS field offices will coordinate with local libraries to conduct free, public information sessions on the naturalization process and other relevant immigration topics.
- e. USCIS field offices will coordinate with local libraries in an effort to hold on occasion, when USCIS deems appropriate, administrative naturalization ceremonies at selected libraries.
- f. USCIS and its field offices will facilitate meaningful interactions between local Community Relations Officers and libraries in their respective jurisdictions.
- g. USCIS will facilitate a teleconference or webinar for libraries approximately every six months to provide information and opportunities to engage on current USCIS programs.

This information will be preserved and accessible on the USCIS website and further disseminated through IMLS networks.

- h. USCIS will provide training resources and public education materials to libraries on the Unauthorized Practice of Immigration Law and how to recognize potential immigration services scams. This information will be accessible through the USCIS website and further disseminated through IMLS networks.
- i. USCIS will provide training resources and public education materials to libraries on the employment eligibility verification process, including employee and employer rights and responsibilities.

IMLS

- a. Through its network of state library administrative agencies and other partners, IMLS will identify USCIS resources most appropriate for distribution in libraries.
- b. IMLS will raise libraries' awareness about the services available from USCIS and expand the distribution of USCIS educational materials to designated libraries.
- c. IMLS will cooperate in the development and deployment of training opportunities through its network of state library administrative agencies and other partners.
- d. IMLS will identify current strategies utilized by libraries in their work with immigrants and coordinate with USCIS to make these strategies publicly available.
- e. IMLS will identify promising practices in citizenship education within the library community that can be shared and/or developed into replicable models.

5. POINTS OF CONTACT

USCIS

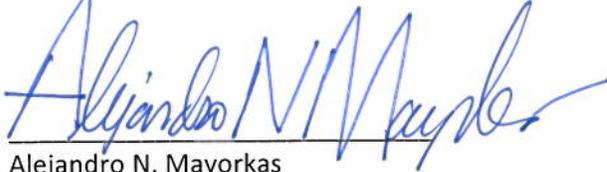
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IMLS

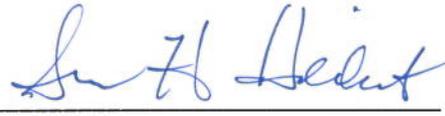
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6. OTHER PROVISION. Nothing in this Agreement is intended to conflict with current law or regulation or the directives of USCIS or IMLS. If a term of this agreement is inconsistent with such authority, then that term shall be invalid, but the remaining terms and conditions of this agreement shall remain in full force and effect.
7. EFFECTIVE DATE. The terms of this agreement will become effective on June 30, 2013.
8. MODIFICATION. This agreement may be modified upon the mutual written consent of the parties.
9. TERMINATION. The terms of this agreement, as modified with the consent of both parties, will remain in effect until June 30, 2016. The agreement may be extended by mutual written agreement of the parties. Either party upon 90 days written notice to the other party may terminate this agreement.

APPROVED BY:



Alejandro N. Mayorkas
Director, USCIS



Susan H. Hildreth
Director, IMLS