Memorandum of Understanding
Between
The Institute of Museum and Library Services
and
The U.S. Department of Homeland Security
U.S. Citizenship and Immigration Services

MEMORANDUM OF UNDERSTANDING BETWEEN THE DEPARTMENT OF HOMELAND SECURITY AND THE INSTITUTE OF MUSEUM AND LIBRARY SERVICES REGARDING THE DISTRIBUTION OF IMMIGRATION AND CITIZENSHIP INFORMATION AND RESOURCES.

1. **PARTIES.** The parties to this Memorandum of Understanding (hereafter "MOU") are the Department of Homeland Security (hereafter "DHS"), U.S. Citizenship and Immigration Services (hereafter "USCIS"), and the Institute of Museum and Library Services (hereafter "IMLS").

2. **AUTHORITY.** This MOU 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 MOU supports USCIS' mission to promote instruction and training on citizenship rights and responsibilities and to 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 MOU is to set forth terms by which USCIS and IMLS will support libraries and museums, where appropriate, through public information and engagement opportunities and through the distribution of educational materials and training resources on immigration and citizenship.

4. **RESPONSIBILITIES.**

   a. **USCIS.**

      i. USCIS will continue to maintain and update the section of the Citizenship Resource Center website dedicated to the information needs of libraries, and, if applicable, of museums.
      ii. In coordination with IMLS, USCIS will design tailored training opportunities for librarians – and museum staff where appropriate – on topics related to citizenship and immigration. USCIS will identify specific content areas, which may include, but are not limited to, citizenship education programming, electronic filing of immigration benefits, USCIS customer service tools, the unauthorized practice of immigration law and how to recognize potential immigration service scams, and the employment eligibility verification process, among other topics.

iii. USCIS will identify specific content areas where it can assist IMLS and its partners in the organization and development of selected content for library-focused websites, and, where appropriate, museum-focused websites. IMLS partners may include IMLS awardees and members of the broader library and museum community who interact with immigrants through programs and exhibits. It may also include other Federal agencies to review and assist with the development of content for engagement.

iv. USCIS field offices will coordinate with local libraries and museums to conduct free, public information sessions on the naturalization process and on other relevant immigration topics.

v. USCIS field offices will coordinate with local libraries and museums in an effort to hold, on occasion, when USCIS deems appropriate, administrative naturalization ceremonies at selected libraries and museums.

vi. USCIS and its field offices will facilitate meaningful interactions between local Community Relations Officers and libraries and museums in their respective jurisdictions.

vii. USCIS will facilitate a teleconference or webinar for libraries and any interested museums approximately every 6 months to provide information and opportunities to engage on current USCIS programs. This information will be presented and accessible, when possible, on the IMLS website.

viii. USCIS will participate in relevant national and state library and/or museum-related conferences to provide citizenship and immigration information to libraries and/or museums across the country.

ix. USCIS will work with IMLS program staff to identify specific ways to support museums and will provide training opportunities and available resources for museums interested in citizenship and immigration topics.

b. IMLS.

i. Through its network of state library administrative agencies, museum associations, and other partners, IMLS will identify USCIS resources most appropriate for distribution in libraries and museums.

ii. IMLS will raise libraries' and museums' awareness about the services available from USCIS and will expand the distribution of USCIS educational materials to designated libraries.

iii. IMLS will cooperate in the development and deployment of training opportunities through its network of state library administrative agencies, museum associations, and other partners.

iv. IMLS will host webinars and teleconferences at IMLS offices and will provide their webinar platform for use.

v. IMLS will identify current strategies utilized by libraries in their work with immigrants and coordinate with USCIS to make these strategies publicly available.

vi. IMLS will support USCIS efforts to identify ways to support museums and to provide training opportunities for museums interested in citizenship and

immigration topics, including but not limited to institutions that provide oral history services and community archiving.

vii. IMLS will identify promising practices in citizenship education within the library and museum communities that may be shared and/or developed into replicable models.

5. **POINTS OF CONTACT.**

USCIS
Laura Patching
Chief, Office of Citizenship
20 Massachusetts Avenue, NW, Suite 5200
Washington, DC 20529
202-272-1310 (telephone)
202-272-1356 (fax)
Laura.Patching@uscis.dhs.gov

IMLS
Kathryn Matthew
Director
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6. **OTHER PROVISIONS.** Nothing in this MOU is intended to conflict with current law or regulation or with the directives of DHS/USCIS or of IMLS. If a term of this MOU is inconsistent with such authority, then that term shall be invalid, but the remaining terms and conditions of this MOU shall remain in full force and effect.

7. **EFFECTIVE DATE.** The terms of this MOU will become effective on the date of final signature by both parties.

8. **MODIFICATION.** This MOU may be modified upon the mutual written consent of both parties.

9. **TERMINATION.** The terms of this MOU, as modified with the consent of both parties, will remain in effect for a period of 3 years from the date of final signature. Likewise, the MOU may be extended by mutual written consent of both parties. Either party may terminate the MOU at any time without cause and without recourse by the other party. Whenever feasible, a reasonable attempt will first be made by the terminating party to offer the other party an opportunity to resolve any disagreement, performance issue, or other matter that is the basis for the termination. Either party, upon 5 working days written notice, may terminate this MOU.

10. STANDARD CLAUSES.

a. PUBLIC LAWS: Nothing herein contained shall be deemed to be inconsistent with or contrary to the purpose of or intent of any Act of Congress or the laws of the District of Columbia establishing, affecting, or relating to the MOU.

b. NO FUNDS: Nothing in this MOU commits or obligates any DHS/USCIS or IMLS funds or entitles any third party to DHS/USCIS or IMLS funds or actions. Any DHS/USCIS or IMLS funding must be obligated through an appropriate vehicle; is subject to the availability of funds, DHS/USCIS and IMLS discretion; and must be executed by an individual with appropriate authority.

c. DIRECT BENEFIT CLAUSE: No Member of, Delegate to, or Resident Commissioner in Congress shall be admitted to any share or part of the MOU or to any benefit to arise therefrom, unless the share or part or benefit is for the general benefit of a corporation or company.

d. ADVERTISING AND PUBLIC RELEASE OF INFORMATION: Neither party will publicize or otherwise circulate promotional materials (such as advertisements, press releases, speeches, photos, articles, or manuscripts) or publications that refer to the other party without the other party's prior concurrence.

11. COUNTERPARTS. This MOU may be signed in one or more identical counterparts, whether transmitted by telecopies or otherwise. Each such counterpart shall be deemed an original for purpose of this MOU.

APPROVED BY:

IN WITNESS WHEREOF, the parties hereto have executed this MOU on the date(s) set forth below.

By: Kathryn Matthew Date: 9/22/2016
Kathryn Matthew
Director, Institute of Museum and Library Services

By: _____ Date: 9/22/16
León Rodríguez
Director, U.S. Citizenship and Immigration Services