

MEMORANDUM OF DELEGATION

CONTRACT AUTHORITY

TO: Brent Swanson
Head of Business Services, Iowa State University Library

Pursuant to Iowa State University's Contracting Authority Policy, the Senior Vice President for Operations and Finance has delegated to me authority to sign certain contracts on behalf of ISU. She has also authorized me to further delegate that authority to others.

I authorize you to sign the following contracts on behalf of ISU:

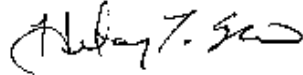
1. Agreements (including licenses) to acquire Content intended for use by patrons of the Iowa State University Library so long as the charge for the Content is less than \$75,000. "Content" means books, serials, articles, monographs, dissertations, bibliographies, reference materials, catalogs, databases, images, diagrams, sound and/or multimedia recordings, documents, and other informational materials, regardless of format (e.g., print, electronic) or method of access (e.g., web, document delivery, interlibrary loan).
2. Software agreements (including licenses) necessary to allow patrons of the Iowa State University Library to access Content so long as the charge for the software is less than \$75,000.

Your authority is limited as follows:

1. You may not sign an agreement with an ISU employee or any employee of the State of Iowa ("conflict of interest (COI) suppliers") that has a value of \$2,000 or more. All contracts with COI suppliers must route through Procurement Services on a requisition prior to the beginning of services regardless of value.
2. If an agreement exceeds \$50,000 and the agreement is with a vendor that is the sole provider of Content or software, you must document this and retain the documentation for the term of the agreement.
3. If an agreement exceeds \$50,000 and multiple vendors are able to provide the Content or software, then you must consult the Department of Procurement Services prior to signing the agreement to determine whether competitive bidding is required.
4. You must provide the Department of Procurement Services with a copy of all agreements you sign pursuant to this delegation.
5. You may not sign any agreement that you have been instructed not to sign.
6. You may not re-delegate your authority to others.

This delegation shall be effective so long as you remain in your position as Head of Business Services, Iowa State University Library, unless revoked sooner by the President of Iowa State University, the Senior Vice President for Operations and Finance, by me, or by my successor.

Effective the 11th day of April, 2022

A handwritten signature in black ink, appearing to read "Hilary Seo".

Hilary Seo,
Dean of Library Services

Send copies of completed delegations to:
Office of University Counsel