

**MASSACHUSETTS LIBRARY ASSOCIATION**  
**Speaker Volunteer Agreement**

This Agreement entered \_\_\_\_\_ by and between the **Massachusetts Library Association** (hereinafter referred to as 'MLA') and \_\_\_\_\_ (hereinafter referred to as 'The Contractor').

WHEREAS, MLA wishes to obtain professional lectures and presentations in certain areas for its members.

WHEREAS, The Contractor has the necessary expertise in one of these areas and ability to provide such lecture or presentation.

THEREFORE, it is mutually agreed between the parties as follows:

1. The Contractor shall make a presentation on \_\_\_\_\_ .
2. The lecture/presentation shall be on \_\_\_\_\_ unless other dates or times shall be mutually agreed upon between The Contractor and the President of MLA.
3. Travel expenses will be paid at current rates set by MLA, if applicable.
4. It is expressly understood that The Contractor is an independent contractor and not an employee of MLA.
5. MLA reserves the right to cancel the lecture/conference for any reason. In this event, the Contractor will be notified at least five (5) business days prior to the scheduled presentation date. MLA will pay up to \$200 in transportation fees if travel plans need to be altered and a penalty incurred due to the charge.
6. If the lecture/conference is canceled within five (5) business days of the scheduled time due to weather or other unforeseen circumstance, MLA will make its best effort to reschedule the event.

**AGREEMENT TO ELECTRONICALLY PUBLISH PRESENTATION MATERIALS**

The Contractor gives MLA permission to publish any slides, notes, handouts or other similar material from the presentation to which the Contractor owns publishing rights on the MLA website. The Contractor retains copyright to all such material.

Yes, MLA may publish my material electronically.

No, MLA may not publish my material electronically.

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CONTRACTOR

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PRESIDENT,  
MASSACHUSETTS LIBRARY ASSOCIATION