

Section	Cooperation and Partnerships	Section #	5
Subsection	Links with Other Organizations/Individuals	Sub-Section #	5.1
Topic	Partnership Policy	Policy #	5.1.1

Policy

The Selwyn Public Library Board encourages partnerships to extend its reach into the community and beyond. The goal is to ensure that Selwyn Public Library has strong community partnerships that are focused on advancing Library, Township, and community goals.

Section 1: Definitions

A partnership is an arrangement by which parties agree to cooperate to advance their collective interests. Partnerships may occur at a number of levels:

- A ‘Local Community Partnership’ – is a partnership between Library branches/ departments and organizations/groups located in their community. These partners may be local groups, organizations or service clubs that align with Selwyn Public Library and community priorities. These partnerships do not require a formal written agreement and are determined at the discretion of the CEO/Chief Librarian.
- A “Collaborative Partnership” – this partnership aligns with Selwyn Public Library and community priorities; however, they also work collaboratively with Selwyn Public Library to support Library program offerings and/or otherwise contribute to community initiatives the Library is formally participating in. For Collaborative partners, there is a shared commitment from both parties to shared project planning, evaluation and tracking. These partnerships do not require a formal written agreement and are determined at the discretion of the CEO/Chief Librarian. An example of this type of partnership would be the Peterborough Child and Families Centres (previously known as Peterborough Family Resource Centre).
- A “Strategic Partnership” - is distinguished by its long term duration and level of commitment between Selwyn Public Library and the partner. Strategic Partners involve a long term commitment in terms of space, service alignment, program development or financial commitment. Existing examples of Strategic Partnerships include Community Care, Trent Centre for Aging and Society and Lakefield Literary Festival. A formal agreement around the various resources provided by both parties is negotiated, mutually understood and accepted before

moving forward with planning. This type of partnership shall be presented to the Board by the CEO/Chief Librarian.

Section 2: Guiding Principles

1. It is the policy of the Selwyn Public Library that it will enter into partnerships that:
 - Are developed in the best interests of Selwyn Public Library;
 - Align with and furthers Selwyn Public Library's vision, mission, goals, objectives and priorities;
 - Enhance and do not compromise Selwyn Public Library's image in the community;
 - Do not jeopardize the equity of access to Selwyn Public Library services;
 - Build and implement value added services; and
 - Are conducted in a transparent, consultative and accountable manner.
2. Affiliations within the Selwyn Township community shall have precedence; however, the Board will also consider partnerships beyond our locale that may be beneficial to advancing the objectives of the Library.
3. Partnerships are subject to the limitations of resources. They must be managed within approved budgets and within staff assignments.

Section 3: Procedure

1. All Library staff have the opportunity to identify new partnerships and the responsibility to nurture existing ones that advance the Library's mission and strategic goals.
2. Board members are encouraged to discuss this policy in their community and provide information regarding possible partnerships to the Board or the CEO.
3. New strategic partnership proposals must be presented to the Board before negotiations may begin if the CEO determines the partnership requires Board approval.
4. Formal negotiations may begin by Board motion. A committee shall be struck to negotiate and develop the terms of reference for each partnership. Inclusion of staff is paramount. Proposals thus developed should include:
 - Parameters for Partnership;

- Joint understanding and statement of the goals, expected outcomes, and success measures for the alliance;
- Establishment of the principles of the working relationship;
- Definition of the organizational boundaries and clarification of ownership matters as required;
- Definition of resource contributions and/or costs and clarification of financial responsibilities for each organization;
- Identification of key staff contacts in each organization and joint understanding of their roles and accountabilities; and
- A termination plan.

Section 4: Evaluation

Partnerships, and resulting projects, will be evaluated in terms of their success in meeting shared goals and the impact on the community. These goals and an evaluation process will be determined by the partners during the assessment phase, and will be outlined in the partnership agreement.

Section 4: Terminating Partnerships

Partnerships which are no longer viable will be dissolved by motion of the Board. The Selwyn Public Library reserves the right to terminate or withdraw from partnerships for reasons such as (but not limited to):

1. The partner organization uses the Library's name and/or branding outside the parameters of the agreed-upon association and without prior consent;
2. The organization develops a public image inappropriate to the Library's services and/or objectives
3. The failure of the partner to deliver the agreed-upon resources and services
4. Lack of Library or partner capacity; including staff time, space, or resources

5. Lack of strategic alignment between the partner organization and the Library's strategic objectives.
6. Lack of respect for the Library's commitment to intellectual freedom. Partners cannot influence the selection of materials, programs or services; require the explicit endorsement of products/services or require access to confidential patron information.

History:		
Date of Original Board Motion:	June 25, 2013	2013.52
Date of Amendments: (if any)	September, 2018	2018.106
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