

Interlibrary and Interagency Cooperation Policy

Purpose

Lake County Libraries provide inviting community spaces to nurture young readers, explore stories and information, and connect with others. Our SIRCLE of values-- Service, Integrity, Respect, Community, Learning, and Excellence--drives every action we take to satisfy our mission.

Lake County Libraries welcome the opportunity to collaborate with other entities when doing so is in keeping with our mission and benefits the community. This policy provides a framework for evaluating and entering potential partnerships.

Background

Libraries have a strong history of using collaboration to extend the collection or services available to library patrons. Some examples of partnerships between libraries include cooperative interlibrary loan service and shared catalog consortiums. Examples between libraries and other agencies include partnerships to bring educational programs for all ages to the community and partnerships to increase literacy.

Definitions

Partnership

A partnership is a cooperative venture between Lake County Libraries and one or more parties with a common goal, who combine complementary resources to establish a mutual direction or complete a mutually beneficial project.

Sponsorship

A sponsorship is a mutually beneficial exchange between Lake County Libraries and a sponsor whereby the sponsor contributes funds, products, or services of a defined value

to the Libraries and in turn, receives recognition, acknowledgement, or other promotional considerations.

Entering Partnerships

Library staff will consider the following when evaluating potential partnerships:

- Does the partnership address a community problem or meet a community need identified in the Library's mission and goals?
- Are the mission and values of potential partners compatible with the Library's mission and values?
- Will the effort improve or impair Library service, and if so how?
- Will the Library be able to reach and serve substantially more people?
- Will the cost of providing Library service decrease as a result of this partnership?
- Will this partnership require space commitments, storage, or Library donated resources such as printing, postage, graphics, or staff assistance? Is there a reasonable balance of resource commitment among partners?
- Will the Library be able to handle participation using existing staff resources?
- Will the partnership activity impact Library revenue, and if so how?
- Will the long-term benefits outweigh the short or long-term costs?

The Library Director will evaluate each partnership on an individual basis, and document the terms and conditions in writing. If deemed appropriate by the Library Director, a written agreement or contract signed by all partners will be executed.

Entering Sponsorships

Library staff will consider the following when evaluating potential sponsorships:

- Does the sponsorship address a community problem or meet a community need identified in the Library's mission and goals?
- Are the mission, values, and/or image of potential sponsors compatible with the Library's mission and values?
- Will the effort improve or impair Library service, and if so how?
- Will the Library be able to reach and serve substantially more people?
- Will the cost of providing Library service decrease as a result of this sponsorship?

- Will the Library be able to handle participation using existing staff resources?
- Will the sponsorship activity impact Library revenue, and if so how?
- Will the long-term benefits outweigh the short or long-term costs?

The Library Director will evaluate each sponsorship on an individual basis, and document the terms and conditions in writing. If deemed appropriate by the Library Director, a written agreement or contract signed by the Library and the sponsor will be executed.

Dissolving Partnerships and Sponsorships

Some partnerships have a finite end date from the beginning of the project and other partnerships are ongoing in nature. The Library reserves the right to cancel or dissolve a partnership when:

- A partner uses the Library's name without prior consent.
- The mission or image of a partnering organization changes substantially or in a manner that becomes inconsistent with the Library's mission and values.
- The Library decides the partnership or sponsorship is no longer in the best interest of the library.