



PORT MOODY PUBLIC LIBRARY BOARD POLICY

Section:	Services and collections	Policy number:	D8
Policy title:	Partnerships	Approval date:	April 20, 2017
		Revision date:	

1. Purpose of policy

1.1. To outline general principles for the development of partnerships with other organizations.

2. Related policies

Library programs policy (D5)

3. Definitions

3.1. In this policy, a partnership is defined as a mutually beneficial collaboration between the Library and an external organization. Partner contributions provide and/or promote activities, services, events and programs to the public in ways that are mutually beneficial.

3.2. This policy does not cover sponsorship, which is defined as a mutually beneficial business agreement between the Library and an external organization whereby the sponsor contributes funds, products or in-kind services to the Library in return for recognition, acknowledgement or other promotional considerations.

4. General principles

4.1. The Library seeks to develop partnerships to:

- Extend and enhance our services in a sustainable way.
- Enhance coordination and reduce overlap in efforts between agencies and organizations serving our community.
- Support broad-based City of Port Moody and community initiatives that advance our city's economic, social or cultural richness.

4.2. The following principles govern how the Library approaches partnerships and related activities. Not all principles will apply in every case. The Library partners where the organization or project:

- Aligns with our organizational values and advances our mission.
- Shares common goals or objectives with the Library.
- Is committed to ongoing evaluation of progress and continuous improvement.
- Is committed to collaborative, long term strategies not just short-term solutions.
- Is committed to acknowledging and recognizing partner contributions.
- Is committed to identifying clearly defined roles and responsibilities for all involved.

4.3. Smaller partnerships may be informal in nature. As partnerships grow and succeed, formal agreements will be developed as appropriate.

4.4. Partnerships should be reviewed and affirmed based on an established cycle.

5. Roles and responsibilities

- 5.1. All library departments have a responsibility for identifying new partnerships and nurturing existing ones that advance the Library's mission.
- 5.2. All staff engaged in partnerships are responsible for supporting effective communication and coordination of partnership activities.
- 5.3. The Library Director is responsible for ensuring the Library Board is informed of, and supports, major partnership activities and initiatives. Where long term or major commitments involving staff time, library space or financial obligations are involved, Library Board approval will be required before finalizing agreements.