

# Partnership POLICY

- Operational** (Approved by SPL Board)
- Administrative** (Approved by SPL CEO)

Date Effective: 2021-04-23

Date Last Reviewed or Revised: 2021-04-23

Review Cycle: Every five years by Director, Public Services

## Purpose

Saskatoon Public Library's *Partnership Policy* aims to ensure the Library's partnerships are community inspired and align with SPL's Strategic Plan.

## Policy Statement

Partnerships may be ongoing or short term, sought out by SPL or offered to the Library. They should adhere to the best practices listed below.

The partnership:

- 1) Must align with SPL's mandate and Strategic Plan.
- 2) Allows the Library to expand its patron base, reach underserved areas of the community, build stronger relationships with individuals and groups, strengthen SPL's reputation in the community and/or enhance the Library's programs or services.
- 3) Does not seek fees or payment for performances or services. However, partners may share the costs of running a program or collaboratively seek a funding partner.
- 4) Is feasible and is aligned with SPL policies and all relevant legislation.
- 5) Does not duplicate an SPL program or service if the Library is already successfully meeting the demand for that program or service.

SPL employees are responsible for following the best practices when seeking, accepting, maintaining and terminating partnerships.

# Roles & Responsibilities

## Board

- 1) Approves the Policy, ensuring that it is consistent with current legislation.
- 2) Provides funding for training and education.

## CEO, Directors & Senior Managers

- 1) Approve partnerships as outlined in the Guidelines.

## Librarians

- 1) Learn and apply the Policy and Guidelines.
- 2) Initiate, maintain, evaluate and terminate partnerships.
- 3) Respond to partnership requests.

## Personnel

- 1) Understand the Policy and Guidelines.
- 2) Support partnerships in alignment with the Policy and Guidelines.

## Definitions

- 1) **"Board"**: Saskatoon Public Library Board.
- 2) **"CEO"**: Saskatoon Public Library Director of Libraries & CEO.
- 3) **"Community Inspired"**: A service model that is inspired by and in which service and programming decisions are made in response to community needs.
- 4) **"Guidelines"**: *Partnership Guidelines*.
- 5) **"Partner"**: An institution, organization, business or individual who engages in a collective effort with SPL to accomplish common goals.
- 6) **"Partnership"**: A collective effort between SPL and other institutions, organizations, businesses or individuals to accomplish common goals with a shared sense of purpose and responsibility for the outcome.
- 7) **"Personnel"**: SPL's term, part-time and full-time employees, Circulation Associates, casuals, security guards, contractors, consultants, Board, and volunteers (Friends of the Saskatoon Public Library).
- 8) **"Policy"**: *Partnership Policy*.
- 9) **"SPL"**: Saskatoon Public Library.
- 10) **"Strategic Plan"**: SPL's current Strategic Plan.