

## **2018 Graphic Novel Print Pool Agreement**

**BETWEEN** ONTARIO LIBRARY SERVICE - NORTH

**AND**

\_\_\_\_\_  
(The Library)

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

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This agreement outlines the basis in which the library may participate in the Graphic Novel Pool. Appendix A is included as a separate document and is part of this agreement.

### **In this Agreement**

- a) "The Pool" is defined as the materials purchased by Ontario Library Service – North on behalf of the Graphic Novel Pool members.
- b) A "Block" is defined as ten titles organized into a collection with the addition of 6 titles added in year one, 8 titles added in year two, and 8 titles added in year three (resulting total of 32 graphic novel books) for the purpose of rotation from one member library to another.
- c) A "Rotation" is a scheduled exchange of blocks of material. The rotation is set out in a rotation schedule by Ontario Library Service - North and forwarded to member libraries.
- d) "The Committee" is defined as the graphic novel pool committee.

### **The parties agree that**

#### **1. Ontario Library Service - North will**

- a) Facilitate a graphic novel pool committee that establishes the terms and general conditions of the pool.
- b) Invoice participating libraries and collect the fees.
- c) Supply selection lists to the committee.

- d) Acquire, catalogue, and process pool materials.
- e) Maintain a rotation schedule for the blocks of material.
- f) Coordinate block rotations.
- g) Pay for shipping to libraries and for each block rotation.
- h) Supply mailing labels for the block rotations.
- i) Invoice member libraries when damage or loss occurs to pool items being housed at the member library.
- j) Do minor repairs to material and order replacements as needed.
- k) Purchase additional pool items if there is a surplus of money from the membership fees at the end of all rotations.

## **2. The Library will**

- a) Pay Ontario Library Service - North a membership fee of \$750.00 for each graphic novel block for a three-year term.
- b) Pay Ontario Library Service - North the replacement cost for items that are lost or damaged when being housed at the member library.
- c) Follow the rotation schedule as set out by Ontario Library Service - North and abide by the shipping and delivery guidelines.
- d) Add block items to the library's permanent collection at the end of the final rotation of the pool.
- e) Abide by the general conditions as set out by the committee.

## **3. General Conditions**

- a) The total fees collected will constitute the budget for the graphic novel pool and will be used to purchase new graphic novels, cover the cost of shipping, cataloguing, processing, etc.
- b) Each Block will consist of the following titles by the end of the pool:  
18 teen graphic novels and 14 adult graphic novels.
- c) The duration of the pool contract is three years. In the third year, the committee will review the pool. At that time, the duration of the pool may be extended.

- d) Each block will rotate every three months (four times per year).
- e) Upon completion of the graphic novel pool, the last pool block will be added to the permanent collection of the member library.
- f) Prior to each pool rotation, the library will receive shipping instructions from Ontario Library Service - North along with a memo indicating which block of material they will be receiving and from which member library.
- g) If the receiving library is missing items from the new block, they will contact the sending library to get a status on the missing material. If unresolved, the library should then contact Ontario Library Service - North.
- h) The library will report any damage or loss immediately to Ontario Library Service - North. The library responsible for the damage or loss will be invoiced for replacements.
- i) Membership fees must be received by Ontario Library Service-North by April 15, 2018 unless alternative arrangements are made with the Director of Operations of OLS - North. The suggested payment plan is as follows: Year 1 - \$350.00, Year 2 - \$200.00, and Year 3 - \$200.00.

**4. Agreement Acceptance**

This agreement will become valid once it has been duly signed by an authorized representative of the library and the CEO of Ontario Library Service - North.

With this agreement the library is requesting to purchase \_\_\_\_\_ block(s).

For participating library:

For Ontario Library Service-North:

\_\_\_\_\_  
Library Representative

\_\_\_\_\_  
Louise Bray  
Director of Operations/Deputy CEO  
Ontario Library Service – North

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date