

2019 DVD Pool Agreement

BETWEEN ONTARIO LIBRARY SERVICE - NORTH

AND

(The Library)

Dated this _____ day of _____ 2019

This Agreement outlines the basis by which the Library may participate in the 2019 DVD Pool. Appendix A is part of this contract.

In this Agreement

- a) "The Pool" is defined as the materials purchased by Ontario Library Service – North on behalf of the DVD Pool members.
- b) A “Block” is defined as no fewer than twelve titles organized into a collection.
- 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 DVD Pool committee.

It Is Agreed That

1. Ontario Library Service - North will

- a) Facilitate a DVD Pool committee that establishes the terms and general conditions of the pool.
- b) Invoice participating libraries.
- 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) Do minor repairs to material and order replacements as needed.
- h) Invoice member libraries when damage or loss occurs to pool items being housed at the member library.
- i) Purchase additional pool items if there is a surplus of money left over from the membership fees.
- j) Abide by the general terms as set out by the committee.

2. The Library will

- a) Pay Ontario Library Service - North a membership fee of \$480.00 for each DVD 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 terms as set out by the committee.

3. General Conditions

- a) The total fees collected will constitute the budget for the DVD Pool and will be used to purchase new DVDs, cover the cost of shipping, cataloguing, and processing, etc.
- b) Ontario Library Service - North will collect the fees to purchase material. The Committee is responsible for selecting the material that will be purchased.
- c) Each block will consist of the following:
 - 12 titles with 3 new ones added after 18 months
 - 5 - Children or Family
 - 5 - Mystery, Drama, Action or Thriller
 - 5 - Comedy

- d) 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.
- e) Each block will rotate every three months (four times per year).
- f) Upon completion of the DVD Pool, the last pool block will be added to the permanent collection of the member library.
- g) Prior to each pool rotation, the library will receive shipping instructions from Ontario Library Service - North.
- h) 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.
- i) 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.
- j) The suggested payment plan is as follows:

Year 1 - \$240.00, Year 2 - \$120.00, and Year 3 - \$120.00.

4. Agreement Acceptance

This agreement will become valid once it has been signed by an authorized representative of the library and the Director of Operations/Deputy 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