

## **2019 Indigenous Materials Pool Agreement**

**BETWEEN** Ontario Library Service – North

**AND**

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

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2019

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This agreement outlines the basis by which the library may participate in the Indigenous pool. Appendix A is part of this agreement.

### **In this Agreement**

- a) "The Pool" is defined as the materials purchased by Ontario Library Service – North (OLS – North) on behalf of the pool members.
- b) A "Block" is defined as ten titles organized into a collection (5 graphic novels, 5 adult nonfiction and 5 adult fiction 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 OLS – North and forwarded to member libraries.
- d) "The Committee" is defined as the Indigenous Materials pool committee.

### **The parties agree that**

#### **1. OLS – North will**

- a) Facilitate an Indigenous materials 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 OLS – North a membership fee of \$400.00 for each pool block for a three-year term.
- b) Pay OLS – 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 OLS – 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 Indigenous Materials pool and will be used to purchase new items, cover the cost of shipping, cataloguing, processing, etc.
- b) Each block will consist of 5 graphic novels, 5 adult nonfiction and 5 adult fiction books.
- 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 Indigenous Materials 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 OLS – 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 OLS – North.
- h) The library will report any damage or loss immediately to OLS – North. The library responsible for the damage or loss will be invoiced for replacements.
- i) The suggested payment plan is as follows: Year 1 - \$200, Year 2 - \$100.00, and Year 3 - \$100.00.

**4. Agreement Acceptance**

This agreement will become valid once it has been signed by an authorized representative of the library and the Deputy CEO of OLS – 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