

2018 Book Club Pool #1 Agreement

BETWEEN ONTARIO LIBRARY SERVICE - NORTH

AND

(The Library)

Dated this _____ day of _____ 2018

This Agreement outlines the basis by which the Library may participate in the Book Club 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 Book Club Pool members.
- b) A “Block” is defined as no less than nine 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 Book Club pool committee.

It Is Agreed That

1. OLS - North will

- a) Facilitate a book club pool committee that establishes the terms and general conditions of the pool.
- b) Invoice participating libraries.
- c) Acquire, catalogue, and process pool materials.

- d) Maintain a rotation schedule for the blocks of material.
- e) Coordinate block rotations.
- f) Do minor repairs to material and order replacements as needed.
- g) Invoice member libraries when damage or loss occurs to pool items being housed at the member library.
- h) Purchase additional pool items if there is a surplus of money left over from the membership fees.
- i) Abide by the general terms as set out by the committee.
- j) Receive all pools blocks at the end of final rotation and redistribute a selection to each pool member.

2. The Library will

- a) Pay OLS - North a membership fee totaling \$345.00 for each Book Club block.
- 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) Return all pool material to OLS – North at the end of the final rotation.
- e) Abide by the general terms as set out by the committee.

3. General Conditions

- a) The total fees will constitute the budget for the book club pool and will be used to purchase new books, cover the cost of shipping, cataloguing, processing, etc.
- b) OLS - North will collect the fees to purchase material. Each library signing a contract is encouraged to send a book title that they wish to be included in the pool.
- c) Each block will consist of 10 copies of one title chosen by each library
- d) The duration of the pool contract is three years. In the 3rd year, the committee will review the pool. At that time, the duration of the pool may be extended.
- e) Each block will rotate every two months (six times per year).

- f) Upon completion of the book club pool, each member library will receive one block of 10 different titles to add to their permanent collection.
- g) 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.
- 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 OLS - North.
- i) 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.
- j) The suggested payment plan is as follows: Year 1 - \$245.00 Year 2 - \$50.00, and Year 3 - \$50.00.

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.

This pool will be re-evaluated by the Committee during the third year and a decision will be made as to how it will proceed.

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

For participating library:

For OLS - North:

Library Representative

**Louise Bray, Director of Operations/Deputy CEO
 Ontario Library Service – North**

Date

Date