

## **French Large Print Pool Agreement**

**BETWEEN** ONTARIO LIBRARY SERVICE - NORTH

**AND**

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

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2018

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This Agreement outlines the basis by which the Library may participate in the French Large Print Pool. Appendix A is included as a separate document and 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 French Large Print Pool members.
- b) A “block” is defined as 10 titles organized into a collection of French large print 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 French Large Print Pool committee.

### **It Is Agreed That**

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

- a) Facilitate a French Large Print 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 \$352.00 for each large print 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 French Large Print Pool and will be used to purchase new large print books, cover the cost of shipping, cataloguing, 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 genres:
  - 5 – Historical Romance
  - 2 or 3 - General Fiction
  - 2 or 3 – Suspense/Mystery

- d) The duration of the pool contract is three years. In the 3<sup>rd</sup> year, the committee will review the pool. At that time, the duration of the pool may be extended.
- e) Each block will rotate every 3 months (4 times per year).
- f) Upon completion of the French large print 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 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 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 - \$176, Year 2 - \$88, and Year 3 - \$88.

**4. Agreement Acceptance**

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

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

