

## Partnership Policy

<b>Policy Number:</b>	<b>OP-001</b>
<b>Policy Category:</b>	<b>Operations</b>
<b>Approved by:</b>	OPL Board
<b>Accountability:</b>	Director, Innovation and Integration
<b>Approval Date:</b>	<b>April 25, 2019</b>
<b>Effective date:</b>	<b>April 25, 2019</b>
<b>Next Review Date:</b>	<b>2023</b>

### Purpose Statement:

The Oakville Public Library is committed to developing impactful partnerships that serve to engage the community, advance OPL's strategic goals and reflect its vision, mission and values.

The purpose of this policy is to formalize a framework within which the Oakville Public Library may work together with public or private organizations, community groups and agencies, or individuals.

### Scope:

This policy applies to a variety of partnerships in which the Oakville Public Library may engage.

A Partnership is defined as a mutually beneficial collaboration between the Library and an external organization(s). Partner contributions provide support for and/or promote activities, services, events and programs to the public in ways that are mutually beneficial.

This policy does not apply to:

- Philanthropic gifts or donations
- Grants or funds obtained from other levels of government
- Arrangements where the Library sponsors or contributes to external projects of other organizations.

### Policy Statement:

The following criteria guide OPL's judgements related to how, when and with whom OPL will engage in a partnership.

For consideration, the partnership must:

- result in increased awareness of OPL's services, resources, programs, events or brand image in a positive way;
- contribute to enhanced coordination and/or reduced redundancies in services delivered to customers;
- be mutually beneficial for both the individual, organization or brand and OPL, as defined by OPL;
- advance OPL's business and community goals, as informed by the Strategic Plan;
- extend and/or enhance any OPL programs, resources, services or events in a sustainable and measurable way;
- support or reinforce the Town of Oakville's Strategic plan.

For consideration, the individual, organization or brand in question must:

- demonstrably align with OPL's mission, vision and values (including core organizational tenants such as intellectual freedom, inclusiveness and respect);
- commit to ongoing evaluation/measurement of the product of the partnership in question;
- be in good financial standing with the Library or Town and not in litigation with the Library or Town;
- be legally entitled to operate/exist in Canada; as defined by Canadian law;
- in collaboration with OPL, consider all potential financial implications resulting from the partnership.

Small or local partnerships may be informal in nature; however, as partnerships grow, formal memorandums of understanding or agreements will be developed and regularly reviewed.

The Chief Executive Officer or designate has the authority to approve or deny the development of partnerships as defined in this policy. An individual/group or organization who questions these decisions may appeal to the Oakville Public Library Board.