

# Partnership Policy

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| <b>Policy Number:</b>    | <b>OP-002</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>Effective date:</b>   |                                             |
| <b>Next Review Date:</b> |                                             |
| <b>Supersedes:</b>       | Partnership Policy effective April 25, 2019 |

## Purpose Statement:

The Oakville Public Library (OPL) is committed to working with external organizations to develop and deliver services and programs that support our strategic goals and embody our core values. The Partnership Policy aims to maximize our impact on creating a vibrant, inclusive community where every member can thrive.

The purpose of this policy is to communicate the decision-making framework that OPL uses with external organizations, individuals, community groups, and agencies, in the development and delivery of services and programs when engaging with external partners.

## Scope:

This policy applies to all forms of collaboration between OPL and external organizations, community groups, and individuals. This includes both formal partnerships and informal collaborations that are local in nature.

A partnership is defined as a mutually beneficial collaboration, either formal or informal, that supports library activities, services, and programs.

This policy does not apply to:

- Philanthropic gifts or donations
- Grants or funds.
- Sponsorships or contributions made by the library to projects managed by external organizations.
- Financial Transfers
- High-Profile Events
- Targeted project/Capital Campaigns

## Policy Statement:

OPL engages with partners based on the following criteria to achieve our organizational goals effectively:

- Partnerships must align with OPL's mission, vision, and values of equitable access, curiosity, belonging, intellectual freedom, and exceptional service.
- All partners must comply with and adhere to all relevant OPL policies and procedures to ensure that our collaborations uphold the integrity and objectives of the library.
- Collaborations should extend or enhance OPL's programs, resources, and services in sustainable and measurable ways, as aligned with OPL's Strategic Plan.
- Partners are responsible for identifying and managing any financial costs that go beyond standard library operation and equipment. Any costs must be discussed and agreed upon in collaboration with OPL prior to the commencement of the partnership."
- Partnerships must foster an environment of belonging and respect, committing to eliminate barriers in program and service delivery.
- Priority is given to collaborations that address unmet community needs.
- Partners must demonstrate alignment with our values, a commitment to ongoing evaluation, and the ability to collaborate effectively through agreements such as MOUs or formal partnership documents.
- Partners must be in good financial standing with OPL or the Town, not involved in litigation with either, and legally recognized to operate in Canada.

The Senior Leadership Team is authorized to approve or deny proposals for local and informal collaborations. Formal partnerships may require additional review and approvals according to OPL's governance structure. Should there be any disputes or disagreements regarding decisions, they can be appealed to the Chief Executive Officer, who will make the final determination on any library-community collaboration.

## Definitions:

**Partnership:** a mutually beneficial collaboration, either formal or informal, that supports library activities, services, and programs.

**Formal Collaboration:** all parties involved have entered into a written and signed collaboration agreement that explicitly outlines their respective roles, responsibilities, and obligations.

**Informal Collaboration:** A partnership that operates without a written collaboration agreement. These collaborations are often characterized by flexibility and are typically used for short-term or less complex projects where formal agreements are not deemed necessary.

External Partnership: A cooperative arrangement between the Oakville Public Library and any outside organization, group, or individual that is not part of the library or the Town of Oakville.