



## Partnership Policy

Policy Number: 17-73

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Policy Review Date: September 2020

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### Definitions

Annex: the Annex | 1 Minerva St. E.

HPL: Huntsville Public Library

Library: Huntsville Public Library | 7 Minerva St. E.

Partnership: is an umbrella term that can be defined in the following ways for the Library:

1. Collaborative or Strategic Partnership - is a mutually beneficial relationship, where both the Library and the external group, individual or organization involved contribute equally to the marketing, planning, content, staff effort, space and other resources necessary for an event or program.

Such partnerships must clearly align with the Library's strategic directions and may be either short or long term in nature.

An agreement around the various resources provided by both parties is negotiated, mutually understood and accepted before moving forward with planning. This agreement may be either formal or informal.

2. Library Participation - in these agreements, the Library provides content and resources in order to participate in an external organization, group or individual's framework or event.
3. Library Sponsorship – in these value-added alliances, the Library provides in-kind resources such as space, technology, staff time and marketing to a group, organization or individual. The partner then provides event content or facilitation. Room rentals are available for events the Library cannot support (see Facility Rentals Policy).

Participation should guarantee HPL a level of community exposure and recognition.

### Policy

The purpose of this policy is the formation of a framework within which the Huntsville Public Library may work together with community group, agencies for individuals. These alliances may include partnerships or co-participations.

## **Guiding Principles**

Huntsville Public Library will enter into partnerships that:

- Align with and further HPL's vision, mission, goals, objectives and priorities;
- Are developed in the best interests of HPL;
- Enhance and do not compromise HPL's image in the community;
- Do not jeopardize the equity of access to HPL library services;
- Build and implement value added services; and
- Are conducted in a transparent, consultative and accountable manner.

## **Partner/External Participant Roles**

1. The vision, mission and values of the partner or external participant, the value added by such an alliance and the expectations around each entity's involvement with the Library must be well defined and acceptable to HPL before entering into such an agreement, and/or before moving forward with an event.
2. The Library will not enter into a partnership where, in the opinion of HPL, unfair advantage for, or discrimination to any sectors of the community are apparent.
3. A partnership may involve the supplying by a third part of goods or services, provided this relationship with the partner is well defined and acceptable to HPL before entering into the alliance.

## **Intellectual Freedom**

1. Any partnership must comply with the Canadian Federation of Library Associations Statement on Intellectual Freedom and Libraries.
2. Partners, sponsors, or collaborating entities are not permitted to place any limits on the use of HPL policy and principles of intellectual freedom (as defined by the CFLA), such as – but not limited to – influencing collection selection, program content or access to intellectual content.

## **Endorsement and Preferential Treatment**

1. HPL will not endorse products and/or services of partners.
2. HPL will not provide any degree of exclusivity for suppliers of certain products or services through a strategic alliance with sponsors.
3. Partners will have no preferential treatment during procurement processes and are required to follow the required processes for HPL procurement such as tendered products and/or services.

## **Confidentiality**

1. Huntsville Public Library will ensure the confidentiality of personal information held by the Library, in accordance with its policies and with the requirements of the Municipal Freedom of Information and Protection of Privacy Act ("MFIPPA").
2. HPL will not sell or give personal information held by the Library to sponsors or partners.
3. HPL may provide access to personal information held by the Library, to sponsors or partners if it is consistent with the disclosure provisions under MFIPPA.

## **Conflict of Interest**

Library staff and Board members must comply with the requirements of the Ontario Municipal Conflict of Interest Act (RSO 1990, c.M50) in the development and implementation of partnerships.

## **Concluding Partnerships**

Huntsville Public Library reserves the right to withdraw from partnerships for reasons such as (but not limited to):

- The alliance organization uses the HPL name and/or trademarks outside the parameters of the agreed upon association and without prior consent;
- The organization develops a public image inappropriate to HPL's services and/or objectives;
- The failure of the organization(s) to deliver the agreed upon resources and services;
- Lack of Library or partner capacity including staff time, space, or resources;
- Lack of strategic alignment between the partner organization and the Library's strategic objectives.

## **Parameters for Partnership**

1. Joint understanding and statement of the goals, expected outcomes, and success measures for the alliance;
2. Establishment of the principles of the working relationship;
3. Definition of the organizational boundaries and clarification of ownership matters as required;
4. Definition of resource contributions and/or costs and clarification of financial responsibilities for each organization;

5. Completion of legal agreements, as appropriate and required;
6. Application of all federal, provincial and municipal legislative requirements;
7. Communications plan addressing internal and external communications;
8. Clarification of recognition for each organization;
9. Milestones and timelines including direction of the partnership; and
10. Identification of key staff contacts in each organization and joint understanding of their roles and accountabilities.

## **Legal References**

Canadian Charter of Rights and Freedoms;  
Municipal Freedom of Information and Protection of Privacy Act;  
Ontario Human Rights Code;  
Ontario Municipal Conflict of Interest Act (RSO 1990, c.M50)

## **Related Documents**

Canadian Federation of Library Associations Statement on Intellectual Freedom and Libraries.  
Facilities Rental Policy  
Privacy Policy  
Town of Huntsville Procurement Policy

## **History**

Approved by the Board September 11, 2017 | Motion 17-73