

POOLS Membership Agreement

Between _____ Public Library

And Ontario Library Service (OLS)

The library and OLS hereby agree to the following terms of participation for the OLS Book Club Pool.

Definitions:

- "POOL" is defined as the materials purchased by the OLS on behalf of the POOL membership.
- "Block" is defined as a number of titles organized into a collection for the purpose of rotation from one member library to another.
- "Rotation" is a scheduled exchange of blocks of material. The rotation is set out in a rotation schedule by the OLS and shared with member libraries.
- "Damage" constitutes significant enough wear and tear or willful destruction to leave an item unusable. This includes water damage, missing pages, etc. and will be assessed in consultation with the OLS on a case-by-case basis. Photographic evidence of damage will be required before determining replacement and billing options.
- "Replacement Cost" is determined by the current market value to purchase a new copy of an item or a suitable alternative to the item needing replacement.

General Conditions:

- a) Membership is open to any public library in Ontario. New membership to the POOL will be closed following the initial material rotation.
- b) The total fees collected will constitute the budget for the Book Club POOL and will be used to purchase fully processed items and cover the cost of shipping.
- c) Each Block will consist of 10 titles.
- d) The duration of the POOL contract is two years.
- e) Each block will rotate quarterly (October, January, April, and July of each year).

- f) Upon completion of the Book Club POOL, the last block received will become the property of the library.
- g) Prior to each block rotation, the library will receive shipping and rotation instructions/ information from the OLS.
- h) If the Library is missing items from a received block, they will contact the sending library to get a status on the missing material. If unresolved, the library should then contact the OLS.
- i) The library will report any damage or loss immediately to the OLS. The library responsible for the damage or loss will be invoiced for the replacement cost if deemed necessary.
- j) Concerns or issues regarding materials or rotations are to be communicated immediately to the OLS through JASI@olservice.ca.

Fees:

The library will pay the OLS a membership fee of \$300.00 for each Book Club block for a two-year term. Libraries will be invoiced in September 2023, but arrangements may be made to split the cost into two installments upon request. The library will pay within 30 days of receipt of an invoice.

Terms of Membership:

OLS Responsibilities

- Develop and communicate the POOL terms of membership and procedures.
- Select and purchase shelf-ready materials.
- Create blocks and rotation schedules.
- Provide all information and shipping labels required for each rotation.
- Invoice member libraries for the POOL fees and replacement costs as necessary.
- Provide logistical and other process supports to member libraries.

Member Responsibilities

- Pay membership fees according to schedule.
- Follow the rotation schedule as set out by the OLS and abide by the shipping and delivery guidelines.
- Abide by the Terms of Membership as set out in the contract with the OLS.
- Accept full responsibility for pool materials housed in their library.
- Address minor repairs to items during rotation.
- Assume responsibility for shipping charges for items not forwarded with the regular rotation.
- Pay the OLS for invoiced replacement costs of lost or damaged materials housed at the member library.
- Follow standard circulation practices using Workflows to check items in and out (JASI libraries only).

Cancellation:

While a member library can cease participation in the POOL at any time, direct communication with the OLS is required in order to adjust the rotation schedule and address any outstanding financial commitments.

Karen Reid
Director of Operations

CEO Signature

CEO Name

Date

Date