

**APPENDIX 1 - AGREEMENT FOR THE OPERATION OF A JOINT
COMMUNITY AND SCHOOL LIBRARY**

Memorandum of Agreement made this 19th day of February, 1980, revised June 9, 1987,
revised _____, 2003

between

The Lamont Public Library Board, a corporation established pursuant to Part 1 of The
Alberta Libraries Act Chapter L-11 2000 (hereinafter referred to as "The Library Board"),

PARTY OF THE FIRST PART

The Board of Trustees of Elk Island Public Schools Regional Division Number 14 as
provided for in Section 46 and 47 of the School Act, 1994 (hereinafter referred to as the
"Board of Trustees"),

PARTY OF THE SECOND PART

WHEREAS the Library Board and the Board of Trustees each has a collection of library
materials which it desires to consolidate with the collection of the other in order that
better library service may be made available to all residents of the Town of Lamont and
environs; and

WHEREAS each party has resolved to enter into an agreement providing for the terms
and conditions under which the libraries of the parties may be consolidated and
established, maintained and operated as a joint library; and

WHEREAS a copy of the resolutions of the Library Board and the Board of Trustees is
attached hereto and forms part of this agreement (Appendix 1)

NOW THEREFORE the parties agree as follows:

1. The Board of Trustees is responsible for the operation of the library during instructional hours.
2. The Library Board is responsible for the operation of the library outside instructional hours.
3. The material collections of the parties shall be consolidated into one materials stock in the library and shall be made available for circulation to all residents of the Town of Lamont and environs.
4. The library shall be established in the Lamont High School at the expense of the Board of Trustees in a room or rooms, adequate for that purpose, that shall be;
 - (a) in the care of a qualified individual (s) who shall henceforth be referred to as the librarian (s).
 - (b) readily accessible to the general public and to students at the school.
 - (c) readily accessible to the proper offices and facilities, including washrooms.
 - (d) maintained, heated and cleaned.
 - (e) properly designated by a sign.
5. The Board of Trustees shall provide such staff as may be required to administer to the needs of those using the library during school hours. The person in charge shall be referred to as the librarian.
6. The Library Board shall provide such staff as may be required to administer to the needs of those using the library outside school hours. The person shall be referred to as the librarian.

7. The librarian (s) shall arrange for;
 - (a) the general management and control of the library.
 - (b) the establishment and maintenance of catalogues, shelf lists and other records.
 - (c) the purchasing and receiving of books and other library materials, the issuance of library membership cards, the accounting for fees and levying of fines.
 - (d) the checking out of books and library materials.
 - (e) the maintenance and repair of the books and other materials in the joint library.
8. Subject to the provisions of The Alberta Libraries Act and Regulations, the Library Board shall determine;
 - (a) the days and times when the library shall be open to the public.
 - (b) what members of the public shall enjoy the privilege of borrowing books and other library materials and under what terms and conditions.
 - (c) the fees and fines that shall be charged and levied.
 - (d) the accounts and records that shall be established and maintained.
 - (e) the precautions that shall be taken to protect the property of the Library Board and the Board of Trustees.
9. Subject to the direction of the Board of Trustees the principal shall determine;
 - (a) the days and times when the library shall be open to the students of the school.
 - (b) under what terms and conditions students shall enjoy the privileges of borrowing books and other library materials.
 - (c) the fees and fines that shall be charged and levied to students.
 - (d) the accounts and records that shall be established and maintained.

(e) the precautions that shall be taken to protect the property of the Library Board and the Board of Trustees.

10. Any books or other library items placed in the library by a party on the coming into force of this agreement or purchased at any time from funds provided by either party shall remain the property of the party that provided it or whose funds were used to purchase it, as this may be.

11. The librarian shall designate each book or library item as the property of one or the other parties by;

(a) placing an imprint of the ownership stamp of the appropriate party in the book or library item.

(b) by adding a notation as to ownership on the library computer program.

12. Each party shall decide what books or other library items shall be purchased from the funds provided by that party and may delegate that authority to the librarian.

13. The Board of Trustees shall be entitled to appoint one trustee or representation from Lamont High School to the Library Board while this agreement remains in force.

14. This agreement shall remain in force until either party gives to the other party one (1) year's notice in writing of its intention to terminate this agreement.

15. Where the agreement is terminated pursuant to Section 46 the librarian (s) shall;

(a) recall all books and library materials that are on loan to students at the school or members of the public at the time.

(b) return all books and library materials being the property of the Library Board and all shelf lists, cards and other records relating thereto, to the respective parties.

IN WITNESS WHEREOF the parties hereto have executed
this Agreement on the day and year hereunder written

Signed, Sealed and Delivered
on behalf of the LAMONT PUBLIC
LIBRARY BOARD, this _____ day
of _____ A.D. 2003

LAMONT PUBLIC LIBRARY BOARD

Chairperson

Secretary

Signed, Sealed and Delivered

on behalf of the BOARD OF TRUSTEES
OF THE ELK ISLAND PUBLIC SCHOOLS
REGIONAL DIVISION NUMBER 14,
this _____ day of _____
A.D. 2003

BOARD OF TRUSTEES - ELK ISLAND
PUBLIC SCHOOLS REGIONAL
DIVISION 14

Chairperson

Superintendent of Schools

Board Motion

Elk Island Public Schools Regional Division Number 14
Regular Board Meeting - _____, 2003

Motion

carried

Town of Lamont

Regular Council Meeting - _____, 2003

Motion

carried