

APPENDIX C

ROLES AND RESPONSIBILITIES IN THE PUBLIC LIBRARY PARTNERSHIP POLICY 1005

1.0 DEPARTMENT RESPONSIBLE FOR PUBLIC LIBRARY SERVICE IN THE PROVINCE/ NBPLS

The general responsibilities of the Minister are outlined under subsection 13(2) of the NB Public Libraries Act.

1.1 Administration

NBPLS is responsible for the general administration of the library and acts in accordance with all provincial government policies as well as Board of Management principles.

NBPLS is responsible for planning and coordinating the establishment of the public library; for the ongoing administration of library operations; for the cataloguing and processing of all library materials; and for acquisition and development of the materials collection.

The ongoing administration for library automation is the responsibility of NBPLS.

All staff are hired, trained and managed by NBPLS, through the library region. All library employees are civil servants, subject to the authority of the Civil Service Act.

1.2 Funding

NBPLS funds the management costs of library operations and services, as well as the purchase of collections. The community can supplement funding for collections acquisition. NBPLS also covers the costs of cataloguing and entering all library materials in the provincial union catalogue.

NBPLS is responsible for funding the salaries and benefits for a number of library staff based on library open hours, population and circulation, including cover-off costs. It is also responsible for funding staff professional development costs related to public library service.

Funding for access to automated circulation and the online union catalogue of holdings is the responsibility of NBPLS, which provides library management software and funds the overall system management costs. The software (e.g., electronic databases and CD-ROM encyclopedias) is part of the library collection, and is provided by NBPLS.

NBPLS is subject to the provisions of Policy 1073 — Internet Access, and is responsible for the overall infrastructure costs associated with the administration and provision of library services, as follows:

- ⌚ Overall management, strategic planning and operation.
- ⌚ Automated Library management system: maintenance, development and support (online catalogue, circulation and other modules).
- ⌚ Centralized cataloguing service and processing (provincial and regional offices). Includes staff, supplies and shipping.
- ⌚ Human Resources management, support and supervision.
- ⌚ Access to electronic resources through provincial licenses.

- ⌚ Access to Virtual Reference Library.
 - ⌚ Access to NBPLS Web Page with link to the Library web page to be developed.
 - ⌚ Professional support (professional librarians and IT personnel) provided by the regional and provincial offices.
 - ⌚ Support to implement provincial and regional programs (Summer Reading Club, Canadian Library Month, Adopt-a-Book, etc.).
 - ⌚ Access to provincial holdings of items available through Inter-Library Loans (include document, handling and postage).
 - ⌚ Access to centralized specialized services (e.g. circulation and reference service; children's service; young adult/adult service).

2.0 MUNICIPALITY

2.1 Funding

The municipality provides and maintains the facility; and is expected to furnish and equip, as well as maintain the furniture and equipment, on a regular and ongoing basis.

The general responsibilities of a municipality are outlined under subsection 13(1) of the NB Public Libraries Act.

The municipality's funding responsibilities are applicable both upon establishment and while the library operates in provision of library services to the community.

2.1.1 Establishment funding:

Facility:

- A. Where a public library is under construction, the municipality assumes funding responsibility for the capital construction costs for the provision of the space required to provide library services to the public, according to the standards cited in Appendix C1 of this policy.
- B. Where a library or library-housed facility exists, the municipality assumes funding responsibility for the capital costs related to the expansion and/or renovations necessary for the library facility and grounds to provide library programs and services to the community.

Furniture and Equipment:

The municipality assumes funding responsibility for furniture and equipment, including computers, related to the provision and administration of public library services and programs. This includes the provision of the computer hardware and related equipment necessary to connect to the online library system. The municipality also provides office-related software, such as word-processing and e-mail applications. It assumes the cost of insurance.

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2.1.2 Facility-related Funding During Operations:

Facility-related costs for the library and grounds, such as utilities, telephone lines, cleaning, building maintenance and snowplowing are the responsibility of the municipality.

Furniture and Equipment Maintenance and Replacement Costs:

The municipality assumes funding responsibility for the maintenance and replacement costs of the public library furniture and equipment.

Additional Renovations:

In the event additional space is needed or the existing space requires renovation, the municipality is responsible for the capital costs.

2.2 Appointment of the Public Library Board

The municipal council appoints a public library board, with representation from the council, and the public at large. The library board members appoint the chair. The duties of the board are specified under subsections 14(1), (2) & (3) of the NB Public Libraries Act.

The roles and responsibilities are set out in subsection 15(2) of the NB Public Libraries Act, as follows:

A Public Library Board

- (a) may receive, hold and administer bequests and gifts of real and personal property and raise funds for library use,*
 - (b.1) may augment materials in a library, including collections of a special local interest, with the approval of the Provincial Librarian,*
 - (b.2) may initiate, facilitate and augment local library programs,*
 - (b.3) may recruit volunteers to assist with the provision and delivery of library services,*
 - (c) may perform those activities conducive to proper public library service in the community,*
 - (c.1) may vote for the representative from the library region who is to sit as a member of the New Brunswick Public Libraries Board,*
 - (d) shall enter into an arrangement with the Minister respecting the delivery of library services,*
 - (e) shall submit annually an estimate in detail of its requirements to the municipality or association with respect to equipping and maintaining the library,**
 - (f) shall submit to the Minister, in advance of the Province's annual budget process, an estimate in detail for the following year of its requirements with respect to staff, materials and incidental expenditures, and*
 - (g) shall submit to the Minister and municipality or association of persons at the end of each year a report of its activities.*
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* this is submitted to all partners **3.0 JOINT RESPONSIBILITIES:**

3.1 Compliance

The public library must adhere to the provisions of the New Brunswick Public Libraries Act and the policies of NBPLS.

3.2 Review Interval

At the request of one or more of the partners, all partners must jointly review the Memorandum of Understanding at a minimum interval of three years from the date of signature or last review.

3.3 Ownership and Terms of Dissolution

The partnership may be terminated by any of the public library partners, provided that the partner terminating provides a written twelve-month notice of intent to the other partners.

Dissolution of the library partnership may be considered after a thorough evaluation, consultation, and in consideration of:

- ⌚ A partner officially requests the termination of the partnership.
- ⌚ A partner does not, or cannot, honour its commitment toward library services.

In the event of termination of the partnership and dissolution of the public library:

- ⌚ Each of the parties will have 30 days from the date of partnership termination to remove its property from the library; and
- ⌚ That, failing removal within 30 days, the property will remain in the library at the risk of the property owner; and that the municipality will not be responsible for any loss or destruction, except in the case of negligence by their agents.

Upon dissolution, ownership of library equipment, furniture and materials is determined, as follows:

- ⌚ The purchasing or providing partner shall retain ownership of all library furniture and equipment provided or purchased.
- ⌚ In accordance with NBPLS Policy 1041 – Collection Standards, gifts of library materials remain part of the provincial collection and the property of the Province.