



KFPL Partnership Agreement Template

Term: Indicate start and end dates of contract.

Primary Contact at Kingston Frontenac Public Library:

Primary Contact at (name of partner):

Goal of Project / Primary Audience

Outline agreed goals of the project and target audience to be reached

Description of Work/Project

General description of the project.

Responsibilities:

The Kingston Frontenac Public Library will:

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The (name of partner) will:

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-
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Statement about criminal record checks requirement.

Statement that both parties' work and services shall be diligently performed with a high standard of professional competence.

Cost

Describe any costs related to the project, outlining responsibility for payment. Cash and In-Kind contributions. Set up in a budget table.

Billing

If the partner will be billed by KFPL, outline the costs and timing of invoice.

Reporting Structure:

Outline how communication will take place, using job titles (eg: Manger, Programming and outreach at KFPL will liaise with the Director of Cultural Services.) Meetings? Reports? Set up a process for regular communication.

Evaluation

Describe process for evaluation of project. Attach project goals, outcome, output measures, and methods to be used. Timeline for evaluation.

Decision-Making and Conflict Resolution

Outline process for consensus / decision-making and conflict resolution

Cancellation, Changes or Extension

Both the Library and (name of partner) may cancel this agreement at any time upon two weeks' prior written notice to the other party. The agreement may be changed or extended if either party identifies changing needs/priorities.

Limitations of Liability, Indemnification and Insurance

Do we require our partner to have insurance?
Do we ask partner to indemnify KFPL / City / County?

Confidentiality

Statement that neither party shall release information about the partnership or the partner without prior written permission.

Intellectual Property and Copyright

Statement that each party retains copyright of portions of the project developed by their staff / agency.

Chief Librarian / CEO Kingston Frontenac Public Library

Date

(Partner CEO)

Date