

LETTER OF INTENT

between the

BRITANNIA COMMUNITY SERVICES CENTRE SOCIETY

(hereinafter called "the Society")

and the

VANCOUVER PUBLIC LIBRARY BOARD and

THE BOARD OF SCHOOL TRUSTEES OF SCHOOL DISTRICT NO.39 (VANCOUVER)

(hereinafter called "the School Board")

RE: BRITANNIA COMMUNITY SERVICES CENTRE LIBRARY

**INTRODUCTION**

The Society, the Library Board and the School Board have agreed on an integrated programme and administrative structure for the library facility (hereinafter called **the Library@**) in the Britannia Community Services Centre (hereinafter called **the Centre@**). Features that are basic to this kind of library operation include:

- flexible and extended hours;
- attractive services to children, students, teachers, and the general public within and without the centre;
- an integrated service, provided by personnel with professional training and sufficient **Amixes@** of skills so that all library consumers will receive competent service;
- a pooling of library resources between the School Board and the Library Board in order to facilitate a greater range of services.

**PROGRAMME GUIDELINES**

**Children and Students**

For the children and student populations, the Library will be a formal educational resource. It must as well meet the leisure learning interests of young people. Teachers will look to the Library and its professional staff for assistance in curriculum planning and in resource-based learning. In the best sense, the Library must be a stimulus to learning and independent study. Space for study in the out-of-school hours will be available in the Library and elsewhere in the Centre as required.

**General Public**

For the adult population of Grandview-Woodland and Strathcona, the Library will provide the usual range of print and non-print resources, recognizing special requirements and programme opportunities:

- the multi-cultural characteristics of the areas served require special language and ethnic resource materials, including information on citizenship and civic life.;
- the Library can serve as a learning resources centre for non-credit and credit adult education programmes organized through the Centre;
- attention to the particular needs of the retired and elderly and those on low income will be necessary as well.

In general, library personnel will be expected to involve residents in identifying needs, setting priorities and conducting and evaluating Library services.

## **MANAGEMENT AND ADMINISTRATIVE GUIDELINES**

### **Britannia Library Management Committee**

This committee will be responsible for the organization and operation of the Library and will be accountable directly to the Society, the Library Board and the School Board. It will be composed of the two representatives from the School Board, two from the Library Board, two residents of the Grandview-Woodland and Strathcona communities, one of whom will represent the Centre's Board of Management and the Executive Director of Britannia Community Services Centre who shall be chairperson. The Committee will meet twice a year and report to the Society, the Library Board and the School Board, receive an annual review with recommendations for library services, recommend the appointment of the librarian-in-charge and advise on policies and guidelines for the library where appropriate.

### **Personnel**

There will be five professional staff including one senior librarian called a "Librarian-in-Charge". At least two of these staff will be certified teachers who meet the VSB requirements for teacher-librarians and at least three will have library science degrees. The senior librarian will preferably be qualified in both categories. Each professional staff will have specialized training and skills to serve specific groups.

Because the library service is integrated, it will be expected that professional staff will also share service responsibilities. Teacher-librarians will therefore serve the general public as well as Britannia School and the librarians who primarily serve the general public will also assist in the provision of library information and resources to students and teachers.

Three full-time librarians will be employees of the Library Board assigned to work at the Library. Two teacher-librarians will be employed by the School Board assigned to work in the Library as members of the Britannia School staff. A part-time librarian will be hired by the School Board, assigned to work in the library nights and Saturdays.

The Library Assistants will all be employed by the Library Board. Staff assistants will be employed by the Library Board. Staff assistants will be employed by the School Board. The Librarian-in-Charge participates in the selection, training and professional development of library staff employed by the two different jurisdictions.

All personnel are expected to collaborate in the planning and implementation of coordinated services among all the agencies associated with the Centre.

## **FUNDING/BUDGET**

### **Salary Reimbursement**

The School Board will reimburse the Library Board for the salaries of one of the Library Assistants. The Library Board will reimburse the School Board for one half of the salary of the part-time librarian.

### **Furnishings/Equipment/Library Collection**

Recommendations regarding the purchase of materials and equipment for the ensuing year will be submitted to the School Board and the Library Board through the regular channels. The level of response from these two Boards will at least be consistent with the degree of support normally given to schools the size of Britannia Elementary and Secondary and to a branch library of the scale of Britannia.

While the collection will operate on an integrated basis as much as possible the ownership of furnishings, equipment and library materials will reside with the particular purchasing board involved in each transaction.

## **Building Maintenance**

The cost of heating, lighting, cleaning and maintaining the library will be shared by the School Board and the Society in accordance with the terms of the master agreement between the City of Vancouver, the School Board and the Society.

## **Duration**

The three parties will meet as often as they deem necessary to review the operating experience and to consider any changes thereto that may be appropriate. Any changes to this arrangement shall be made only with the approval of the parties.

Either of the parties to this arrangement may terminate the same at any time by giving to the other parties 180 days notice in writing at any time to that effect, and at the expiration of the notice this arrangement shall terminate and have no further force nor effect.

DATED at Vancouver, BC this Eighth day of October 1986.

APPROVED by:  
*THE BOARD OF SCHOOL  
TRUSTEES OF  
SCHOOL DISTRICT NO. 39 (VANCOUVER)*  
Vice Chairman VSB

*Secretary-Treasurer*

APPROVED by:  
VANCOUVER PUBLIC LIBRARY BOARD

Chairman  
Director

APPROVED by:

*BRITANNIA COMMUNITY SERVICES  
CENTRE SOCIETY*  
President

Executive Director