

**APPENDIX B2
ROLES AND RESPONSIBILITIES
IN THE PUBLIC-SCHOOL LIBRARY PARTNERSHIP**

**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 Facility

Where a community school is under construction, the Department of Education and Early Childhood Development assumes funding responsibility for the portion of the library capital construction costs proportionate to the space required to provide library services to the school population. The library facility must be constructed according [NBPLS Policy 1003 – Public and Public-School Library Facility Standards](#).

1.2 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-school 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](#).

1.3 Funding - NBPLS

NBPLS funds the management costs of library operations and services, as well as the purchase of materials for public use. 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 1/2 the library staff salaries and benefits, 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) is part of the library collection, and is provided by NBPLS.

NBPLS is subject to the provisions of [Policy 1073 – Internet Access](#), and 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).

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- 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 NBPLS Website with link to the Library web page.
- Professional support (professional librarians) provided by the regional and provincial offices.
- IT support provided by SNB.
- 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-Branch 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 DISTRICT EDUCATION COUNCIL (DEC)

While the Minister establishes and monitors the educational and service standards, the DEC's, through their superintendents, are responsible for program implementation and operation of the community schools.

On establishment of the public-school library, the School District is responsible for the costs of construction, or renovations, associated with security.

Although the community school provides and maintains the facility, the municipality is expected to make a regular and ongoing contribution to the maintenance of the library.

The cost share formula is specified under section 3.1.2 below (see *Facility-related Funding During Operations*). Both the cost share calculation and recovery schedule must be agreed between the DEC and the municipality, and must form part of the Memorandum of Understanding.

The school district is responsible for funding 1/2 the library staff salaries and benefits, including cover-off costs. It is also responsible for funding staff professional development costs related to school library service.

The school district provides the library furniture and equipment, including computers, for provision of library services to the school population. It is responsible for the funding of curriculum-related collections, including the educational computer software that the school deems necessary to fulfill the curriculum. The school district will purchase the platform hardware necessary for the curriculum-based software, and is subject to the provisions of NBPLS [Policy 1073 — Internet Access](#).

A provincial standard allocation, per student, from the district's block funding, is targeted to the purchase of these materials. It is the responsibility of the school district to ensure that this allocation is expended on target.

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3.0 MUNICIPALITY

3.1 Funding

Although the community school provides and maintains the facility, the municipality is expected to make a regular and ongoing contribution to the operational maintenance of the library. The municipal share and the cost recovery schedule are to be negotiated, agreed, and form part of the Memorandum of Understanding.

The general responsibilities of a municipality are outlined in 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.

3.1.1 Establishment funding:

Facility:

- A. Where a community school is under construction, the municipality assumes funding responsibility for the portion of the library capital construction costs proportionate to the space required to provide library services to the public, according NBPLS [Policy 1003 – Public and Public-School Library Facility Standards](#) .
- B. Where a community school exists, the municipality assumes funding responsibility for the capital costs directly related to the expansion and/or renovations necessary for the library facility to provide library programs and services to the community.
- C. In addition to construction or renovation costs related to space and layout of the facility, the municipality assumes funding responsibility of increasing the library's visibility and accessibility to the public.

All construction and renovations to the facility, regardless of funding source, must be planned and undertaken in consultation with the Educational Facilities & Pupil Transportation Branch, Department of Education and Early Childhood Development and with the authorization of the Minister through that Branch.

The municipality assumes responsibility for providing interior, exterior and road signage to increase the library's visibility to the public. The signage must meet with Department of Education and Early Childhood Development signage standards; and there may be opportunity for a municipal/ departmental cost share arrangement.

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, and is subject to the provisions of NBPLS [Policy 1073 — Internet Access](#). The municipality also provides all software needed for staff and public access computers. Also, it may assume the cost of insurance it judges appropriate.

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3.1.2 Facility-related Funding During Operations:

Because the public-school library is housed in a community school facility, utilities, telephone line, daily cleaning, building maintenance and snowplowing for the library are part of the total facility-related expenditures of the school. The municipality assumes an ongoing responsibility for contributing a portion of these costs.

The municipal share of the operational expenses is calculated as follows:

- 1) The community school's library operational expenses are calculated, based upon the square footage of the library as a percentage of the total square footage of the school.
- 2) The square footage of the library funded by the municipality is assessed.
- 3) The municipal contribution toward the operational expenses is calculated in proportion to the square footage municipally funded. That is, ***total operational costs for library x % of square footage funded by the municipality.***

This calculation applies to both facility-funding cases A and B cited above. When a municipality has not made a significant contribution toward the construction or renovation of the public-school library, a space usage payment applies (see below). This payment should be adequate to cover the municipal share of library operational costs.

The cost-share formula for operational expenditures, and the recovery schedule is agreed between the District Education Council and the municipality, and set down in the Memorandum of Understanding.

Space Usage:

Where a municipality has made a significant capital contribution toward the construction or renovation of the public-school library facility, the community may not be required to make additional ongoing community usage payments. However, where the conditions were such that an adequate facility was already in existence, with capital costs previously absorbed by the Department of Education and Early Childhood Development, the municipality would assume the responsibility of making an ongoing community usage contribution to the School District.

The community usage charge and the recovery schedule are agreed between the District Education Council and the municipality, and set down in the Memorandum of Understanding.

Furniture and Equipment Maintenance and Replacement Costs:

The municipality assumes funding responsibility for the maintenance and replacement costs of the public-school library furniture and equipment that is the responsibility of the community to provide.

Additional Renovations:

In the event additional space is needed or the existing space requires renovation, assessment and funding, the parties must mutually agree on how capital costs are allocated or recovered.

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3.2 Appointment of the Public-School Library Board

The municipal council appoints a public-school library board, with representation from the council, the community school and the public at large. The duties of the board are specified in the [NB Public Libraries Act](#). One-third of the appointments to the board are based on recommendations from the school. The chair is appointed by the board members and responsible to represent the interests of the public-school library.

The roles and responsibilities are set out in 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) may augment materials in a library, including collections of a special local interest, with the approval of the Provincial Librarian,
- (c) may initiate, facilitate and augment local library programs,
- (d) may recruit volunteers to assist with the provision and delivery of library services,
- (e) may perform those activities conducive to proper public library service in the community,
- (f) may vote for the representative from the library region who is to sit as a member of the New Brunswick Public Libraries Board,
- (g) shall enter into an arrangement with the Minister respecting the delivery of library services,
- (h) shall submit annually an estimate in detail of its requirements to the municipality or association of persons with respect to equipping and maintaining the library*,
- (i) 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
- (j) shall submit to the Minister and municipality or association of persons at the end of each year a report of its activities.

* this is submitted to all partners

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4.0 JOINT RESPONSIBILITIES:

4.1 Compliance

The public-school library must adhere to the statutes and regulations, as well as policies of NBPLS and Department of Education and Early Childhood Development. Legislative authority is included in the [Education Act](#) and the [New Brunswick Public Libraries Act](#) and their regulations. Compliance with the Department of Education and Early Childhood Development's [Policy for the Protection of Pupils](#) (Policy 701) and the policy on [Community Use of Schools](#) (Policy 407), as well as those of the NBPLS is essential.

4.2 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.

4.3 Ownership and Terms of Dissolution

The partnership may be terminated by any of the public-school 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-school 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 School District 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 retains ownership of all library furniture and equipment provided or purchased.
- In accordance with [NBPLS Policy 1041 - Collection Standards](#), gifts of public library materials remain part of the provincial collection and the property of the Province.
- Gifts of school library materials (identified as such) are withdrawn from the provincial collection, and remain the property of the School District.