IMAGINE Building Partnerships Checklist

Designed to help libraries assess, plan and manage community partnerships

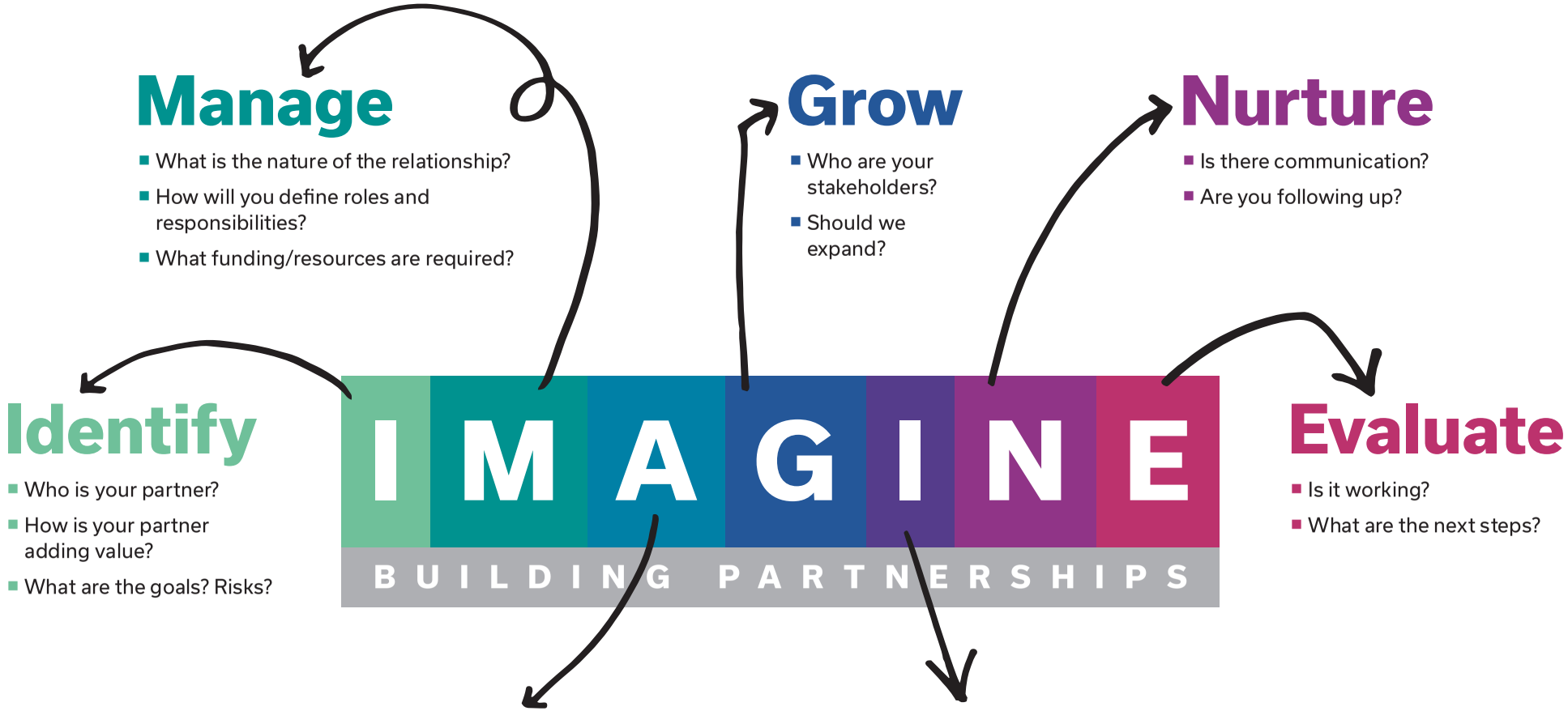
alsc
ASSOCIATION FOR LIBRARY SERVICE TO CHILDREN

AREA	ASSESSMENT
Planning Partnership	
Partner has been researched and deemed acceptable	☐ ☐ ☐ ☐
Partnership provides significant added value/impact, such as: ■ Creates opportunities with resources, goods, services, intellectual capital, etc ■ Improves programmatic reputation/visibility ■ Reduces conflict ■ Advances shared objective ■ Enhances impact through resource sharing	☐ ☐ ☐ ☐
Collaborative goals strategically support the library mission	☐ ☐ ☐ ☐
Partnerships form at many levels. The determined nature of the relationship is acceptable by library and partners. ■ *Coordination* - more formal communication and the roles of each agency involve providing separate but parallel programs ■ *Cooperation* - agencies join together in areas of mutual work, with shared resources, to address a common issue ■ *Collaboration* - ideas, expertise and resources merge and are connected to a common mission ■ *Sponsorship* - receipt of goods and/or services through grant-funded programs, donated dollars and matching gift programs ■ *Affiliation* - demonstrated support from an agency that provides a program in exchange for payment	☐ ☐ ☐ ☐
Roles and responsibilities of library and partner are clearly defined	☐ ☐ ☐ ☐
Costs are acceptable in relation to the value gained	☐ ☐ ☐ ☐
Memorandum of Understanding (MOU) or other necessary contracts are complete	☐ ☐ ☐ ☐
Timeline established	☐ ☐ ☐ ☐
Measurable goals established	☐ ☐ ☐ ☐
Train staff and volunteers	☐ ☐ ☐ ☐
Purchase plan in place	☐ ☐ ☐ ☐
Managing Partnership	
Communication is ongoing and transparent	☐ ☐ ☐ ☐
Relationship has trust and respect	☐ ☐ ☐ ☐
Ground rules and protocols are clear	☐ ☐ ☐ ☐
Mechanisms for conflict resolution exist	☐ ☐ ☐ ☐
Stakeholders are identified and understand their roles and responsibilities	☐ ☐ ☐ ☐
Research and determine if additional outside support is needed for success	☐ ☐ ☐ ☐
Publicity plan is in place with media and other agencies	☐ ☐ ☐ ☐
Agencies and community know the value and reasoning of the partnership	☐ ☐ ☐ ☐
Evaluating Partnership	
Plan developed for measuring and reporting impact	☐ ☐ ☐ ☐
Risks and repercussions have been considered, mitigated or accepted	☐ ☐ ☐ ☐
Evaluation of feedback and data clearly leads to decision on future of partnership	☐ ☐ ☐ ☐
Future plans for partnership are evaluated	☐ ☐ ☐ ☐

Decision status as of date:

KEY

☐ Need more info ☐ Decline ☐ May be acceptable ☐ Go ahead



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CREATED BY ALSC'S BUILDING PARTNERSHIPS COMMITTEE

Additional Resources:

- **PROJECT OUTCOME** is a FREE toolkit designed to help public libraries understand and share the impact of essential library services and programs by providing simple surveys and an easy-to-use process for measuring and analyzing outcomes. Project Outcome also provides libraries with the resources and training support needed to apply their results and confidently advocate for their library's future. ***http://www.projectoutcome.org***
- **PUBLIC LIBRARY & SCHOOL LIBRARY COLLABORATION TOOLKIT** is a collection of information, research, and examples to help facilitate and incorporate partnerships between public and school libraries. ***http://www.ala.org/alsc/sites/ala.org.alsc/files/content/professional-tools/plslc-toolkit-w.PDF***
- **LIGHTS ON AFTERSCHOOL: A PROJECT OF THE AFTERSCHOOL ALLIANCE** promotes family engagement by sharing ideas and resources for partnerships between libraries and afterschool programs. ***http://www.afterschoolalliance.org/loaLibraryPartnerships.cfm***