



A ROUND TABLE OF THE AMERICAN LIBRARY ASSOCIATION

Once two libraries decide to partner, they establish the level of commitment that they are both comfortable with; the partnership can be as formal or informal as desired. Below are two sample agreements/contracts between sister libraries partners. The samples are for informational purposes only and do not constitute legal advice. They are customizable to fit the desired level of partnership.

Agreement/Contract 1

**Sister Libraries Partnership Agreement**

This cooperative agreement is between:

Library \_\_\_\_\_, Town  
\_\_\_\_\_ Country \_\_\_\_\_

AND

Library \_\_\_\_\_, Town  
\_\_\_\_\_ Country \_\_\_\_\_

These libraries intend to combine their efforts to work for the exchange and spread of information and to carry out partner activities aimed at enhancing the culture of library patrons and workers, and city dwellers of both communities.

We intend to cooperate in the following ways:

- Engage in regular communication by email and post
- Engage in common programs and projects
- Share information and exchange practices in the field of library and information services
- Enhance the professional and social contacts between library specialists
- Celebrate national holidays of both countries
- Mediate the contacts between library patrons of both libraries
- Share effective ways of technology application for creating and exchanging of information resources
- Arrange an exhibition about the Partner Library
- Assist with library collection development
- Exchange documents concerning the history, culture, customs, and traditions of both libraries
- Encourage connections via national and local media, special professional press, and Internet resources to popularize the Partnership
- Share results of Partner activities with the library society

Any financial commitment for the above activities will be agreed to in advance of any action.

This agreement will be reviewed on \_\_\_\_\_ [monthly, annual, two-year, five-year] basis.

By signature of the undersigned this agreement becomes effective immediately on

\_\_\_\_\_. [date]

Signature of

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Signature of

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Date \_\_\_\_\_

Agreement/Contract 2

LETTER OF COLLABORATION

between

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Library name

AND

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Library name

This Letter of Collaboration is designed to foster a friendly relationship through mutual cooperation in librarianship, teaching, and research between

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Library name & address

AND

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Library name & address

No financial obligations are assumed under this agreement.

\_\_\_\_\_ (library) and  
\_\_\_\_\_ (library) have reached  
agreement on the following areas of cooperation, subject to mutual consent and the availability  
of sufficient funding:

- Exchange of library staff
- Joint research activities
- Participation in virtual seminars and academic meetings
- Exchange of library materials and other information

The terms of such mutual assistance and funding for any specific program and activity shall be mutually discussed and agreed upon in writing by both parties prior to the initiation of a particular program.

Each institution will designate an individual to coordinate this program and all endeavors that may derive from it. For this purpose, \_\_\_\_\_ (library name) designates \_\_\_\_\_ (library liaison), and \_\_\_\_\_ (library name) \_\_\_\_\_ (library liaison).

No amendment, consent, or waiver of terms of this Letter of Collaboration shall bind either party unless in writing and signed by all parties. Any such amendment, consent, or waiver shall be effective only in the specific instance and for the specified purpose given.

This Letter of Collaboration shall commence on the date of latest signature and be in effect for \_\_\_ years, at which time it shall be reviewed for possible extension. Either party may terminate this Letter by written notification signed by the appropriate official of the institution initiating the notice. However, such notification must be received by the other party at least \_\_\_\_\_month(s) prior to the effective date of termination.

[Names of both libraries]

[Signatures]

[Dates of signing the agreement]