

Peterborough Public Library

August 14, 2000

Alvina Seawright,
Chair,
Kawartha Branch - Ontario Genealogical Society

Dear Alvina,

Re: Use of the DelaFosse Branch Library

This letter will confirm our discussions with respect to your proposal to use some of the facilities of the Peterborough Public Library ("PPL"), located at the DelaFosse Branch Library.

PPL will provide you with sufficient space at the DelaFosse Branch for the following facilities:

1. Display cabinet, to house your collection of materials.
2. One microfilm reader.
3. One computer.

Access to the collection will be available only under the supervision of a designated Kawartha Branch, Ontario Genealogical Society member during regular operating hours of the DelaFosse Branch. Kawartha Branch, Ontario Genealogical Society ("KBOGS") will be responsible for controlling access to the collection and acknowledges that PPL staff will not have any responsibility in this regard.

KBOGS will insure the collection, provide a current, accurate inventory, and clearly mark it as your property. PPL will assume no responsibility whatsoever for the collection.

PPL will make its cataloguing and database available for KBOGS in order to identify MARC bibliographic records for the materials in the KBOGS collection. KBOGS will also be given the appropriate rights and permissions to create a "holdings record" for all bibliographic records.

PPL will permit the KBOGS to hold its regular monthly meetings at no cost within the DelaFosse Branch facilities, and KBOGS will provide the PPL with details of dates and times at least three (3) months in advance. Special meetings are also permitted by special arrangement in advance

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with PPL. KBOGS acknowledges that it will be responsible for controlling access to the building during all meetings and that it will lock up the premises if such meetings take place outside normal PPL hours of operation.

Designated KBOGS members will be trained by PPL staff, on a cost-recovery basis, in the standard practices and procedures for creating holdings records. KBOGS shall follow all such standards and procedures, failing which PPL may terminate this agreement forthwith by notice in writing.

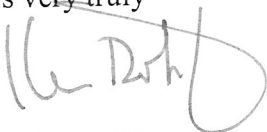
All KBOGS records in the cataloguing database will be identified with a unique collections code and location identifier at the DelaFosse Branch (unless or until there is any change in location). The parties shall co-operate in establishing an appropriate methodology of cataloguing items, given that they do not currently have bibliographic records in the PPL database. In addition, KBOGS will purchase all supplies required for the cataloguing processing of the collection, including j-lar tape, security stickers, stamps and bar codes. All book processing and finishing will be completed by KBOGS members without expense to PPL.

Notwithstanding anything else, either party may terminate this arrangement upon ninety (90) days written notice to the other.

If you are content with these arrangements, kindly sign the copy of this letter, which is enclosed herewith, and return the same to us at your early convenience.

We look forward to working with you in this very worthwhile undertaking.

Yours very truly



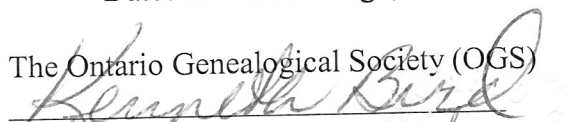
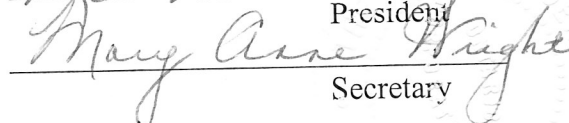
Ken Doherty, Manager

The KAWARTHA BRANCH OF THE ONTARIO GENEALOGICAL SOCIETY, and the ONTARIO GENEALOGICAL SOCIETY, hereby acknowledge receipt of this letter and agree to the terms and conditions herein contained.

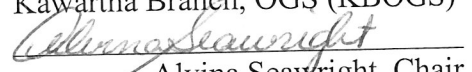
Dated at Peterborough, this

18th ^{August} day of July, 2000.

The Ontario Genealogical Society (OGS)


President

Secretary

Kawartha Branch, OGS (KBOGS)


Alvina Seawright, Chair
Authorized Signing Officer