



**Peterborough  
Public Library**

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**To:** Peterborough Public Library Board of Trustees

**From:** Jennifer Jones, Library CEO

**Meeting Date:** September 26, 2017

**Subject:** Report PPL17-053  
KBOGS Agreement

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## **Purpose**

A report to inform the Library Board of the status of the partnership agreement with the Kawartha Branch of the Ontario Genealogical Society (KBOGS).

## **Recommendation**

That the Library Board approve the recommendation outlined in Report PPL17-053 dated September 26, 2017, of the Library CEO, as follows:

That Report PPL17-053 be received for information.

## **Budget and Financial Implications**

There are no budget or financial implications resulting from the approval of the recommendation of this report.

## **Background**

The Peterborough Public Library and the Kawartha Branch of the Ontario Genealogical Society (KBOGS) have been in a partnership since August 2000 (see Appendix A). At the present time, KBOGS has their material located at the DelaFosse branch and operate on a by appointment basis. Since 2000, their materials can be found using our

catalogue, but the limited operating hours at DelaFosse make it difficult to provide access to them.

With the renovation to the Main library branch, there is now the potential to incorporate the KBOGS' and Library's Peterborough Collection into one special collection located at the Main branch. This interfiling will allow for a stronger overall collection, better access to materials, more resources for the public, and more ability to share knowledge between Library staff and KBGOS volunteers. A new draft agreement is being proposed (see Appendix B) to update and codify this arrangement.

Submitted by,

Jennifer Jones  
Library CEO

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Attached:  
Appendix A - KBOGS/PPL agreement August 2000  
Appendix B - draft 2017 KBOGS/PPL agreement

## Appendix A - KBOGS/PPL agreement August 2000

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.

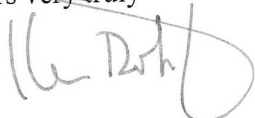
All KBOGS records in the cataloguing database will be identified with a unique collections code and location identifier at the DelaFosse Branch (unless or until there is any change in location). The parties shall co-operate in establishing an appropriate methodology of cataloguing items, given that they 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



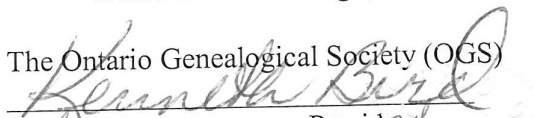
Ken Doherty, Manager

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.

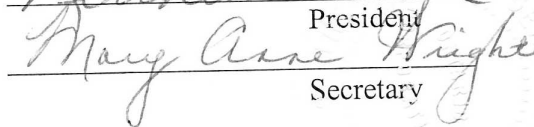
Dated at Peterborough, this

18th day of ~~July~~<sup>August</sup>, 2000.

The Ontario Genealogical Society (OGS)

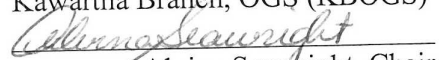


Kenneth Bird  
President



Mary Anne Wright  
Secretary

Kawartha Branch, OGS (KBOGS)



Alvina Seawright, Chair  
Authorized Signing Officer

**Appendix B - draft 2017 KBOGS/PPL agreement****Partnership Agreement between the Kawartha Branch of the Ontario Genealogical Society (KBOGS) and the Peterborough Public Library (PPL)**

**Purpose:** to update and codify the partnership between KBOGS and the PPL

**Rationale:** the library renovation has opened up more publicly accessible space for local history (the *Peterborough Collection*) and genealogy resources, including those currently available through KBOGS at the Delafosse Branch. PPL would like to continue its partnership with KBOGS in a manner that is beneficial to both parties by integrating the two collections at the Main Branch, giving access to a wide range of local history materials in one location.

As a member of a well-established provincial organization with expert knowledge, unique materials, and educational events KBOGS is a strong partner in offering genealogical information to our community. Interfiling these two special collections, will help both organizations better promote local history and genealogy resources, and maximize the expertise of both PPL staff and KBOGS members.

**Collection Cataloguing, Acquisitions and Shelving**

1. KBOGS library materials will be catalogued along with PPL materials, using shared records when applicable, and adhering to PPL cataloguing practices.
2. Any necessary cataloguing and processing (both retrospective and future) will be completed by PPL staff in consultation with KBOGS.
3. KBOGS materials will be identified with stamps and/or labeling that clearly identifies them as the property of KBOGS.
4. KBOGS will donate one copy of their newly authored materials to PPL (ex. cemetery listings created by KBOGS).
5. Most KBOGS materials will be interfiled with PPL items on special locked shelving in the local history section of the library at the Main branch.
6. Where there is duplication of materials, the KBOGS item(s) will be stored in the lower level storage area of the main library. Should KBOGS have a complete set/run of materials that the Library does not, the complete set may be used as part of the main collection and the Library set will be placed in storage.
7. KBOGS organizational documents and records will be kept in the lower level storage area and identified with brief descriptions in the library catalogue (ex. KBOGS – Miscellaneous Documents).
8. KBOGS will continue to maintain insurance coverage for its collection and events, and provide proof of insurance to PPL on an annual basis.
9. PPL will not be responsible for lost or damaged KBOGS items.

**Public Access & Assistance**

1. Both library and KBOGS staff may assist library patrons in use of both KBOGS and PPL materials in the local history section, as well as those materials in

storage (excluding the organisational records) if necessary. KBOGS staff will not replace the regular work of library staff (ex. if the library is short-staffed, KBOGS will not fill in the regular information services normally available).

2. KBOGS may offer drop-in or by-appointment sessions which may be promoted by the library.

### **Access to storage by KBOGS**

1. Executive members may access the storage area by identifying themselves to library staff. Library staff will then accompany them to the storage area. Access to the storage area is limited to library business and operating hours, and may be dependant on staffing levels.

### **Meetings & Programs**

1. Executive meetings held at the Library must be scheduled during facility booking hours. The meeting room must be booked in advance and will be offered by the Library free of charge up to 6 hours per year.
2. Membership meetings held at the library must take place during facility operating hours. The meeting rooms must be booked in advance and will be offered by the Library free of charge up to 6 hours per year.
3. Additional workshops and special events may be planned in partnership with the Library. These programs will be open to the general public if rooms are to be offered at no cost.

### **Partnership Termination**

1. Either party may terminate this arrangement upon ninety (90) days written notice to the other.

Dated \_\_\_\_\_, 2017

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Library CEO, on behalf of the Peterborough Public Library Board

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XXXX, on behalf of the Kawartha Branch of the Ontario Genealogical Society