

**THE PEACE LIBRARY SYSTEM MASTER AGREEMENT  
(THE “AGREEMENT”)**

WHEREAS The *Libraries Act*, c.L-11, and its predecessor and any successor legislation (the “Act”) provides that:

- a) a municipality, improvement district, special area, Metis settlement, or school authority, upon entering into and becoming a party to an agreement as provided for by the Libraries Regulation, being Alberta Regulation 141/98 and its predecessor and successor regulations (the “Regulation”) , with one (1) or more municipalities, improvement districts, special areas, Metis settlements, or school authorities, and on complying with the Regulation, may request the Minister to establish a library system, and
- b) the Minister may establish a library system board and may prescribe the boundaries of the library system, and
- c) a Library system board so established by the Minister is a corporation.

AND WHEREAS the Peace Library System was created pursuant to the Act and the Regulation (the “System”);

AND WHEREAS the municipalities and school divisions listed in the attached **Schedule “A”** (collectively the “Parties” and individually as the “Party”) “:

- a) recognize that the most effective way to provide a high quality of library service is through cooperation, and
- b) desire to enter into this agreement to establish, maintain and operate a library system pursuant to the Act, and
- c) are prepared to jointly finance and operate a library system, and
- d) agree that all library materials which are available through their municipal, community and school libraries should be accessible to all residents of the System;

AND WHEREAS pursuant to the Act, the System has been continued and known as the “Peace Library Board” and is hereinafter referred to as the “Board”

AND WHEREAS Section 25 of the Regulation sets out various terms and conditions that must be provided for in this Agreement;

AND WHEREAS The Parties have each carried out all requirements pursuant to the Regulation to enter into this Agreement;

NOW THEREFORE this Agreement witnesseth that in consideration of the mutual covenants and conditions herein contained, the Parties jointly and severally covenant and agree each with the other as follows:

- A. Schedules "A", "B", "C" and "D" attached hereto shall form part of this Agreement.
- B. Terms used in this Agreement have the same meaning as defined in the Act except where otherwise expressly provided.

1. OPERATION

- 1.1 The Parties shall enable the Board to maintain and operate the System in accordance with the Act and the Regulations may be amended from time to time.
- 1.2 The Parties shall provide a library service to all of their residents through the System established by this Agreement in the manner and upon the terms set out in this Agreement.
- 1.3 The Parties, in cooperation with their municipal and intermunicipal library boards and school libraries, shall make all library materials belonging to the Board, municipal and intermunicipal library boards and school libraries accessible to all residents of the Parties.

2. EFFECTIVE DATE

- 2.1 The effective date of this Agreement shall be the 1st day of January 2026, it being recognized and acknowledged that previous agreements were in place. This Agreement supersedes all previous agreements, and those agreements are hereby terminated.

3. POWERS AND DUTIES OF THE PEACE LIBRARY BOARD

- 3.1 The management, regulation and control of the System is vested in and shall be exercised by the Board having the powers and duties pursuant to the Act and the Regulation.
- 3.2 The Board shall engage a person as librarian, hereinafter referred to as "the Chief Executive Officer (CEO)", having qualifications and experience as a librarian and whose responsibility shall be the administration of the System. The Board shall fix the compensation and all other terms of employment of the CEO.
- 3.3 The Board may engage such additional employees as are required for the operation of the System.

- 3.4 The Board shall cooperate with other libraries, library systems, resource libraries, and with the Government of Alberta in the development, maintenance and operation of a province-wide network for sharing of library resources.
- 3.5 If a municipality that is a Party does not have a municipal board, the member of the Board appointed by the municipality shall receive the concerns of the residents of the advisory committee appointed by the council of the municipality to transmit those concerns.
- 3.6 Notwithstanding paragraph 3.5, if an advisory committee is not appointed by the council, the Board may appoint a committee to receive the concerns respecting library service and transmit them to the Board member representing the council of the municipality in which the advisory committee is located.

#### 4. APPOINTMENTS TO THE BOARD

All appointments to the Board shall be made in writing in accordance with the Act.

- 4.1 Where a municipality, Metis settlement or school authority is a Party to this Agreement it shall appoint one (1) member to the Board.
- 4.2 Where an improvement district is a Party to this Agreement, it shall appoint one (1) member of the Board who is appointed by the Minister responsible for the *Municipal Government Act*.
- 4.3 Where a special area is a Party to this Agreement, it shall appoint one (1) member of the Board who is appointed by the Minister responsible for the *Special Areas Act*.
- 4.4 Any additional members shall be appointed in accordance with the Regulation.

#### 5. TERM OF APPOINTMENT

- 5.1 The term of any appointment to the Board shall be in accordance with the Regulation.
- 5.2 When a vacancy arises on the Board for any reason, it shall be filled in accordance with the Act as soon as reasonably possible.
- 5.3 Each Party may appoint an alternate Board member in accordance with the Regulation.

6. THE EXECUTIVE COMMITTEE

- 6.1 When the number of members on the Board is more than twenty (20), the Board shall establish an executive committee of not more than ten (10) members (the "Executive Committee").
- 6.2 The Board shall define the powers and duties of the Executive Committee.
- 6.3 Appointment to the Executive Committee shall be made in accordance with the Act and the Regulation.
- 6.4 Any Executive Committee member who resigns from the Board shall be deemed to have resigned from the Executive Committee as well.

7. RESTRICTION OF AUTHORITY

- 7.1 If a municipal library has been established in a municipality and is receiving library services from the Board, the authority of the municipal library board is subject to the terms of this Agreement.

8. FISCAL MANAGEMENT

- 8.1 The fiscal year of the System shall be January 1<sup>st</sup> to December 31<sup>st</sup>.
- 8.2 The Board shall, on or before December 1 of each year, submit to each Party a budget and an estimate of the money required during the ensuing fiscal year to operate and manage the System, including the local appropriation that shall be paid by each of them.
- 8.3 Each Party shall pay to the Board the amount which is the product of the per capita local appropriation set out in Schedule "B" and the population of the Party.
- 8.4 Each Party shall pay to the Board the amount required to be paid pursuant to paragraph 8.3 of this Agreement, either in two equal installments on or before January 15 and July 15 of each year, or in one installment on or before January 15 of each year, pursuant to Schedule "B".
- 8.5 Any amounts paid to the Board by a Party pursuant to this Section 8 or any other provision of this Agreement shall be retained by the Board and not reimbursed to the Party for any reason, including withdrawal from the System as contemplated in Section 13.
- 8.6 The population of a municipality which is a Party to this Agreement shall be deemed to be the most recent population figure for the municipality as published by

Alberta Municipal Affairs.

- 8.7 The student population of a school authority which is a Party to this Agreement shall be deemed to be the latest figure available from the Government of Alberta prior to December 1 in each year the budget is established pursuant to paragraph 8.2.
- 8.8 The Board shall apply to the Government of Alberta for all library grants for which it is eligible.
- 8.9 Municipal library boards and school authorities may retain any revenues generated at the local level by fees, fines, special fundraising efforts, gifts, donations and grants not specified in Schedule "B" and may expend such funds as they see fit to provide library service to that community.
- 8.10 If a Party is in default of payment by more than ninety (90) days, it shall be subject to a two (2) per cent, per month, penalty charge for each month that payment is past due. Library services to the Party may be suspended if after six (6) months, payment is still not made.

9. SYSTEM SERVICES TO LIBRARIES

- 9.1 The Board shall equip, establish and maintain a library system for the residents and students of the Parties and the services provided may include, but not be limited to:
  - a) Materials services;
  - b) Technical services;
  - c) Information services;
  - d) Programming and public relations services;
  - e) Development services.
  - f) Information Technology Services
- 9.2 Programs which may be offered in each of these categories are detailed in Schedules "C" and "D".
- 9.3 The Board may enter into one or more separate contracts with any other person or group, including a school authority, non-profit organization, military base, Metis Settlement, or Indian band to provide library services as specified in the contract.

## 10. THE SYSTEM AND ITS MEMBERS

The powers and duties of municipal and intermunicipal library boards within the System shall be defined in accordance with the Act and as specified in the terms and conditions of this Agreement.

### 10.1 Each library board within the System shall:

- a) act as a liaison between the residents of the municipality and the Board, to advise the residents of the municipality of the policies of the Board and bring their needs to the attention of the Board;
- b) in cooperation with the Board, set guidelines for the operation of the library, including hours of library opening, management, use and services, and comply with the Regulation in the provision of library services to residents of the municipality;
- c) If requested by the Board:
  - i. submit copies of all library policies, bylaws, goals and objectives, and plan of service documents to the Board; and
  - ii. forward copies of its budget, annual report and financial statement for the preceding year to the Board.
- d) pay out of their own resources for the purchase or acquisition of library materials and articles of educational, cultural or artistic value;
- e) receive, hold and administer bequests, donations and gifts of real and personal property for local library purposes;
- f) in general, perform such duties as are necessary to operate library service in the community; and
- g) in accordance with this Agreement, make available to all residents of the Parties all library materials normally lent under municipal board policy.

10.2 A school authority within the System shall file copies of its library policies, as required by Alberta Education, with the Board.

10.3 If a municipal library has been established in a municipality and is receiving library services from the Board, the authority of the municipal or intermunicipal library board is subject to any limitation of its authority under this Agreement.

## 11. OWNERSHIP OF PROPERTY

- 11.1 a) All personal property of the municipal library board or school authority on the date which the council signs this Agreement affecting that board remains the property of the municipal library board or school authority and;
- b) Any property, real or personal, acquired under paragraphs 10.1 (d) and (e) of this Agreement remains the property of the municipal library board or school authority.
- 11.2 Any transfer of assets from the municipal library board, with the exception of library materials, shall be negotiated in a separate Agreement between the library board, the Board and the council of the municipality in which the library is situated.
- 11.3 All real and personal property (including intellectual property) acquired by the Board shall be the property of the Board except library materials acquired by the Board on behalf of a municipal library board or school authority (eg. purchased with library allotment funds or additional funds).
- 11.4 In the event that the System dissolves, assets will be divided among the then current members with approval of the Minister. Such division shall take into account the relative populations of the jurisdictions and the lengths of their memberships.
- 11.5 All municipalities, improvement districts, Metis settlements, or school authorities who are a Party to this Agreement and have a library shall ensure that said libraries have, retain in force, and provide evidence of adequate contents insurance on the library materials which from time to time are within its library with loss payable to the municipality, improvement district, Metis settlement or school authority, as the case may be, and the Board as their interests may appear. The Board shall provide adequate insurance coverage for its operations.

## 12. INDEMNIFICATION

- 12.1 Each Party (the "Indemnifying Party") shall indemnify and hold harmless the Board and other Parties (collectively, the "Indemnified Parties") from and against any and all claims, liabilities, losses, damages, costs, and expenses (including reasonable legal fees and expenses) arising out of or related to any breach by the Indemnifying Party of its obligations under this Agreement, or any negligent or wrongful act or omission by the Indemnifying Party in the performance of its obligations under this Agreement.
- 12.2 The Indemnified Parties shall promptly notify the Indemnifying Party in writing of any claim or suit brought against them for which they seek indemnification under

this Agreement. The Indemnifying Party shall have the right to control the defense and settlement of such claim, provided that the Indemnifying Party shall not settle any claim without the prior written consent of the Indemnified Parties, which consent shall not be unreasonably withheld or delayed.

12.3 This indemnity shall survive the termination or expiration of this Agreement.

13. WITHDRAWAL FROM THIS AGREEMENT

13.1 At any time after the expiration of three (3) years from the date the Party entered into this Agreement any Party may, by giving twelve (12) months' notice, withdraw from this Agreement pursuant to the Act.

13.2 If a Party to this Agreement gives notice to withdraw, the Board shall, not later than ninety (90) days prior to the effective date of withdrawal, provide, in writing, to the Party giving notice to withdraw an appraisal of the expected effects on library services to residents of the municipality or school authority concerned. The Board may request a reconsideration of the notice to withdraw.

13.3 Any amendment to this Agreement shall not extend the effect of the withdrawal provision in Section 13.1. The three-year withdrawal period referenced in Section 13.1 shall be calculated from the original effective date of entry by a Party into the Agreement, irrespective of any subsequent amendments.

14. DIVISION OF ASSETS

14.1 If a Party to this Agreement withdraws from the Agreement, pursuant to the Act, that Party shall be deemed to have forfeited any right of ownership or to share in the assets of the Board except as noted in Clause 11.3 for library materials.

15. ARBITRATION

15.1 In the event of an unresolved dispute between the Board and a Party, either party hereto shall be entitled to give to the other party notice and demand arbitration thereof and, after giving such notice and demand, each party shall within 20 days appoint an arbitrator and such appointees shall within 40 days of such notice jointly appoint a third. The decision of any two (2) of the three (3) arbitrators so appointed shall be final and binding upon the parties hereto, who covenant one with the other that their dispute shall be so decided by arbitration alone and not by recourse to any Court by action at law.

15.2 If, within a reasonable time the two (2) arbitrators appointed by the parties hereto do not agree upon a third, or if the party who has been notified of the dispute fails to appoint an arbitrator, then a third arbitrator or an arbitrator to represent the



party in default may, upon petition of the party not in default, be appointed by a Judge of the Court of King's Bench of Alberta. The cost of arbitration shall be apportioned between the parties hereto as the arbitrators may decide.

16. EXPANSION OF THE SYSTEM

- 16.1 The Board shall develop a plan for the expansion of the System to include all eligible participants, as identified in Schedule "A", pursuant to the Regulation, and this plan shall be filed with the Minister.
- 16.2 The Board shall admit to the System any eligible participant as listed in Schedule "A".
- 16.3 If the participant signs an agreement containing the same terms and conditions of this Agreement as amended, complies with the terms of this Agreement, and receives the approval of the Minister, such participant shall become a Party to this Agreement effective the date of its admission. The date of admission shall be determined by the Board.

17. SYSTEM REPORTS

- 17.1 The Board shall make an annual report available on the operation of the System to each of The Parties and to each library board or advisory committee and to the Minister on or before May 31 in the year following the year to which the annual report relates.

18. AMENDMENT

- 18.1 This Agreement may be amended according to a motion for amendment passed by the Board. Such amendment shall be effective upon receipt by the Board of written notification from 2/3 of The Parties that they have so authorized such amendment. The Parties shall conform with such amendment upon notification from the Board that this paragraph has been fulfilled.
- 18.2 The Board may increase levies as provided for in Schedule "B", subject to the terms set out therein, without seeking an amendment to the Agreement. However, any increases to levies not contemplated by Schedule "B" may only be imposed by amendment as provided for by this Section 18.

19. BINDING EFFECT

- 19.1 The provisions of this Agreement shall be binding upon The Parties and their successors and all municipalities, improvement districts, Metis settlements, and the councils thereto and the school authorities which may join in this Agreement with the original Parties.

20. NO WAIVER

20.1 The failure of any Party to exercise any right, power or option given to it in this Agreement, or to insist upon the strict compliance with any of its terms or conditions, shall not constitute a waiver of any provision of this Agreement with respect to any other or subsequent breaches.

21. SEVERABILITY

21.1 Any covenant or provision of this Agreement which is or becomes illegal, invalid or unenforceable shall be severed from the balance of this Agreement and be ineffective to the extent of such illegality, invalidity or unenforceability, and shall not affect or impair the remaining provisions of this Agreement, which shall remain in full force and effect.

22. ASSIGNMENT

22.1 This Agreement may not be assigned without the prior written consent of all Parties to this Agreement.

23. JURISDICTION

23.1 This Agreement shall be construed in accordance with the laws of the Province of Alberta.

24. INDEPENDENT LEGAL ADVICE

24.1 Each of the Parties hereto acknowledges that they have been advised to obtain independent legal advice with respect to their rights and obligations under this Agreement.

24.2 By signing this Agreement each Party acknowledges that they have either obtained independent legal advice or they do hereby waive the requirement for such advice and are relying on their knowledge and experience in assessing their rights and obligations under this Agreement.

25. ENTIRE AGREEMENT

25.1 This document, including all schedules appended, constitutes the entire Agreement between the parties with respect to the subject matter; all prior agreements, representations, statements, negotiations and undertakings are superseded hereby.

26. EXECUTION IN COUNTERPART

26.1 This Agreement may be executed in counterpart and all of the executed counterparts together shall constitute one Agreement.

27. SIGNATURES

27.1 IN WITNESS WHEREOF the undersigned, being one of the parties set out in Schedule A of this Agreement, have duly executed this Agreement on the date and year first noted.

SIGNATURE PAGE TO FOLLOW

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Name of the Party to this Agreement

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Authorized Signature (title)

Signed, sealed and delivered the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

## SCHEDULE "A"

The following 38 Municipalities are Parties to this Agreement:

City of Grande Prairie	Town of Grimshaw
County of Grande Prairie	Town of High Level
Big Lakes County	Town of High Prairie
Birch Hills County	Town of Manning
Clear Hills County	Town of McLennan
Municipal District of Fairview	Town of Peace River
Municipal District of Greenview	Town of Rainbow Lake
Municipal District of Lesser Slave River	Town of Sexsmith
County of Northern Lights	Town of Slave Lake
Municipal District of Opportunity	Town of Spirit River
Municipal District of Peace	Town of Valleyview
Municipal District of Smoky River	Town of Wembley
Municipal District of Spirit River	Village of Berwyn
Northern Sunrise County	Village of Donnelly
Saddle Hills County	Village of Girouxville
Town of Beaverlodge	Village of Hines Creek
Town of Fairview	Village of Nampa
Town of Falher	Village of Rycroft
Town of Fox Creek	Paddle Prairie Metis Settlement

SCHEDULE "A"  
(continued)

The following 42 municipalities and 22 school authorities are eligible to become Parties to this Agreement under the currently defined boundaries.

**Municipal Districts (15)**

County of Grande Prairie  
Big Lakes County  
Birch Hills County  
Clear Hills County  
Mackenzie County  
Municipal District of Fairview  
Municipal District of Greenview  
Municipal District of Lesser Slave River  
County of Northern Lights  
Municipal District of Opportunity  
Municipal District of Peace  
Municipal District of Smoky River  
Municipal District of Spirit River  
Northern Sunrise County  
Saddle Hills County

**Cities, Towns and Villages (23)**

City of Grande Prairie  
Town of Beaverlodge  
Town of Fairview  
Village of Girouxville  
Village of Hines Creek  
Village of Nampa  
Village of Rycroft  
Town of Falher  
Town of Fox Creek  
Town of Grimshaw  
Town of High Level  
Town of High Prairie  
Town of Manning  
Town of McLennan  
Town of Peace River  
Town of Rainbow Lake  
Town of Sexsmith  
Town of Slave Lake  
Town of Spirit River

Town of Valleyview  
Town of Wembley  
Village of Berwyn  
Village of Donnelly

**Metis Settlements (4)**

East Prairie Metis Settlement  
Gift Lake Metis Settlement  
Paddle Prairie Metis Settlement  
Peavine Metis Settlement

**School Authorities (22)**

Fort Vermilion School Division No. 52  
Grande Prairie School District No. 2357  
High Prairie School Division No. 48  
Northern Gateway Regional Division No. 10  
Northland School Division No. 61  
Peace River School Division No. 10  
Peace Wapiti School Board No. 33  
Grande Prairie and District Catholic Schools #28  
Holy Family Catholic Regional Division No. 17  
Living Waters Catholic Regional Division No. 42  
Beaver First Nation  
Bigstone Education Authority Society  
Dene Tha' Band  
Driftpile Band  
Horse Lake First Nation  
Kapawe'no First Nation  
Kee Tas Kee Now Tribal Council Education Authority  
Little Red River Board of Education  
Sturgeon Lake First Nation, Band #154  
Swan River First Nation  
Tallcree Band  
Woodland Cree First Nation

## SCHEDULE "B"

### THE PEACE LIBRARY SYSTEM LOCAL APPROPRIATION

#### 1. Municipalities

The local appropriation, plus any applicable GST, paid to the Board by the municipality which is a Party to the Agreement to which this schedule is attached shall be no more than the following:

- a) for those municipalities without municipal library boards:

2026 - \$10.11 per capita

In 2027 and subsequent years, the local appropriation will be determined on the basis of approved budgets and estimates based on Clause 8.2 of this Agreement. The raise in levy may not be more than a 5% increase from the previous year without approval of at least 2/3 of the signatories to this Agreement.

- b) for those municipalities having municipal library boards:

2026 - \$7.36 per capita

In 2027 and subsequent years the local appropriation will be determined on the basis of approved budgets and estimates based on Clause 8.2 of this Agreement. The raise in levy may not be more than a 5% increase from the previous year without approval of at least 2/3 of the signatories to this Agreement.

#### 3. School divisions

2026 - \$10.11 per full-time equivalent (FTE) student

In 2027 and subsequent years, the local appropriation will be determined on the basis of approved budgets and estimates based on Clause 8.2 of this Agreement. The raise in levy may not be more than a 5% increase from the previous year without approval of at least 2/3 of the signatories to this Agreement.

SCHEDULE "B"  
(continued)

3. General

3.1 The annual local appropriations outlined in this Schedule:

- a) may be paid in two installments, and if so
- b) shall be paid to the Board on or before January 15 and July 15 of the calendar year

3.2 Where the Party chooses to pay the local appropriation in one installment, the local appropriation shall be paid to the Board on or before January 15 of the calendar year.

4. Other

Additional charges, plus any applicable GST, may be levied for services which may be agreed to but not provided under the terms of this Agreement.

5. GST

The GST registration number of the Peace Library Board is R107828469.



## SCHEDULE "C"

### SERVICES PROVIDED TO PUBLIC LIBRARIES

#### 1. MATERIALS SERVICES

Materials services are designed to supply library materials to member libraries, whether borrowed or purchased.

- 1.1 Library materials are defined as including but not limited to, books (whether hard cover, paper cover or soft cover), periodicals, newspapers, sound recordings, audio and video cassettes, tape recordings, video discs, video tapes, motion pictures, filmstrips, filmloops, slides, paintings, drawings, prints or photographs (whether or not they are mounted or framed), micromaterials in all formats, toys, games, computer software and multi-media kits.
- 1.2 To facilitate the purchase of library materials by a public library, a fund account shall be established for each member public library to a value established in Board policy.
- 1.3 Materials services programs offered to public libraries may include, but not be limited to, the following:
  - a) Loaned materials to supplement existing library collections, such as:
    - i) Circulating blocks,
    - ii) Talking books, and
    - iii) Multilingual books;
  - b) Bestseller and quality book programs (whereby materials are made available at discounted prices where available);
  - c) Universal borrowers' card program providing patrons with access to collections of other member public libraries in the System; and
  - d) Electronic resources, including but not limited databases, eBooks, and eMagazines.

#### 2. TECHNICAL SERVICES

Technical services shall be provided in order to acquire, organize and access library materials.

- 2.1 Technical services may include, but not be limited to, the following:

SCHEDULE "C"  
(continued)

- a) Centralized acquisition of library materials;
- b) Cataloguing, and processing of library materials;
- c) Consultative assistance with library automation;
- d) Maintenance of a shared catalogue;
- e) Delivery of materials to libraries.

3. INFORMATION SERVICES

Information services are designed to improve member library access to information resources at the regional, provincial, national and international levels.

3.1 Information services shall include but are not limited to:

- a) Reference services, whereby assistance is provided in answer to a request for information;
- b) Interlibrary loan service, whereby library material is made available by one library to another upon request; and
- c) Reciprocal borrowing privileges among System members.

4. PROGRAMMING AND PUBLIC RELATIONS

Programming and public relations services are designed to provide libraries with support for programming activities, as well as marketing initiatives which may be undertaken at the local level.

4.1 Programming and public relations services may include, but not be limited to, the following:

- a) Author readings;
- b) Consultative assistance;
- c) Assistance with children's and adult programming activities; and
- d) Assistance and information regarding the marketing of local library services.

5. DEVELOPMENT SERVICES

Development services are offered to assist libraries in enhancing the level of local library service.

5.1 Development services shall include consultative assistance provided by a professional library consultant.

5.2 Development services may include, but not be limited to, the following:

- a) Co-ordination of continuing education opportunities for library staff and trustees;
- b) Newsletters and other communications; and
- c) Toll-free telephone access to System personnel.

## 6. INFORMATION TECHNOLOGY SERVICES

Information technology services combine to form the technical backbone for libraries and comprise numerous hardware and software aspects required to deliver services with a high level of performance and security.

### 6.1 Hardware support may include but not be limited to:

- a) Network equipment, including firewalls, routers, switches, and wireless access points.
- b) Workstations, laptops, and other approved endpoint devices
- c) Printers, scanners, barcode scanners, and other computer-related peripherals

### 6.2 Software Support may include but not be limited to:

- a) Integrated Library System (ILS) access through all supported interfaces
- b) Microsoft professional operating systems
- c) Endpoint Detection and Response (EDR) clients
- d) Office 365 related services, including email and Teams
- e) Microsoft Office, Adobe Reader and other industry standard business applications
- f) Web browsers, including Google Chrome, Mozilla Firefox and Microsoft Edge
- g) System steady state applications on public computers

### 6.3 Other Services may include but not be limited to:

- a) Web hosting and management
- b) Microsoft phone services
- c) Security Information and Event Management (SIEM) platform
- d) Data backup and recovery where possible
- e) Supernet and Internet related services

System IT staff will fully support all pre-approved hardware, software and other services. This may include, but is not limited to, initial configuration, ongoing maintenance and/or disposal when reaching end of life. Technology not on the pre-approved list or otherwise pre-authorized by System IT staff prior to procurement will not be supported or permitted on the network. Unauthorized technology poses significant risks to network performance, stability and security.

## SCHEDULE "D"

### SERVICES PROVIDED TO SCHOOL LIBRARIES

#### 1. MATERIALS SERVICES

Materials services are designed to supply library materials to member libraries, whether borrowed or purchased.

- 1.1 Library materials are defined as including books (whether hard cover, paper cover or soft cover), periodicals, newspapers, sound recordings, audio and video cassettes, tape recordings, video discs, video tapes, motion pictures, filmstrips, filmloops, slides, paintings, drawings, prints or photographs (whether or not they are mounted or framed), micromaterials in all formats, toys, games, computer software and multi-media kits; and materials to support classroom instruction, excluding textbook materials.
- 1.2 To facilitate the purchase of library materials by a school library, a fund account shall be established for each school library in a school jurisdiction to a value established in Board policy.
- 1.3 Materials services programs offered to school libraries may include, but not be limited to, the following:
  - a) Loaned materials to supplement existing library collections, such as circulating blocks,
  - b) Bestseller and quality book programs (whereby materials are made available at discounted prices where available).

#### 2. TECHNICAL SERVICES

Technical services shall be provided in order to acquire, organize and access library materials.

- 2.1 Technical services may include, but not be limited to, the following:
  - a) Centralized acquisition of library materials;
  - b) Cataloguing, and processing of library materials;
  - c) Consultative assistance with library automation;
  - d) Maintenance of a shared catalogue;
  - e) Delivery of materials to school jurisdictions.

SCHEDULE "D"  
(continued)

3. INFORMATION SERVICES

Information services are designed to improve member library access to information resources at the regional, provincial, national and international levels.

3.1 Information services shall include:

- a) Reference services, whereby assistance is provided in answer to a request for information; and
- b) Interlibrary loan service, whereby library material is made available by one library to another upon request;

4. PROGRAMMING AND PUBLIC RELATIONS

Programming and public relations services are designed to provide libraries with support for programming activities, as well as promotion of the library within the school setting.

4.1 Programming and public relations services may include, but not be limited to, the following:

- a) Author readings;
- b) Consultative assistance;
- c) Assistance with library programs to the student population; and
- d) Assistance to teachers and administrators in the development of library programs.

5. DEVELOPMENT SERVICES

Development services are offered to assist libraries in enhancing the level of local library service.

5.1 Development services shall include consultative assistance provided by a professional library consultant.

5.2 Development services may include, but not be limited to, the following:

- a) Co-ordination of continuing education opportunities for library staff and trustees;
- b) Newsletters and other communications; and
- c) Toll-free telephone access to System personnel.

## 6. INFORMATION TECHNOLOGY SERVICES

Information technology services combine to form the technical backbone for libraries and comprise numerous hardware and software aspects required to deliver services with a high level of performance and security.

### 6.1 Hardware support may include but not be limited to:

- a) Network equipment, including firewalls, routers, switches, and wireless access points.
- b) Workstations, laptops, and other approved endpoint devices
- c) Printers, scanners, barcode scanners, and other computer-related peripherals

### 6.2 Software Support may include but not be limited to:

- a) Integrated Library System (ILS) access through all supported interfaces
- b) Microsoft professional operating systems
- c) Endpoint Detection and Response (EDR) clients
- d) Office 365 related services, including email and Teams
- e) Microsoft Office, Adobe Reader and other industry standard business applications
- f) Web browsers, including Google Chrome, Mozilla Firefox and Microsoft Edge
- g) System steady state applications on public computers

### 6.3 Other Services may include but not be limited to:

- a) Web hosting and management
- b) Microsoft phone services
- c) Security Information and Event Management (SIEM) platform
- d) Data backup and recovery where possible
- e) Supernet and Internet related services

System IT staff will fully support all pre-approved hardware, software and other services. This may include, but is not limited to, initial configuration, ongoing maintenance and/or disposal when reaching end of life. Technology not on the pre-approved list or otherwise pre-authorized by System IT staff prior to procurement will not be supported or permitted on the network. Unauthorized technology poses significant risks to network performance, stability and security.

## TABLE OF CONTENTS

	PAGE
Introduction and Name	1
Indication of Formal Desire	1
Name	1
1. Operation	2
2. Term	2
3. Powers and Duties of the Peace Library Board	2
4. Appointments to the Board	3
5. Term of Appointment	3
6. The Executive Committee	3
7. Restriction of Authority	4
8. Fiscal Management	4
9. System Services to Libraries	5
10. The System and its Members	5
11. Ownership of Property	6
12. Withdrawal from this Agreement	7
13. Division of Assets	7
14. Arbitration	8
15. Expansion of the System	8
16. System Reports	8
17. Amendment	9
18. Binding Effect	9
19. Entire Agreement	9
20. Execution in Counterpart	9
21. Signatures	10
Schedule "A" - List of Eligible Participants	11
Schedule "B" - The Peace Library System Local Appropriation	13
Schedule "C" - Services Provided to Public Libraries	15
Schedule "D" - Services Provided to School Libraries	17

**THE PEACE LIBRARY SYSTEM**

**MASTER AGREEMENT**