

**APPENDIX A2
STEPS IN THE ESTABLISHMENT
OF A PUBLIC-SCHOOL LIBRARY**

The following establishment process will greatly improve the public-school library project's likelihood of success.

- Step #1** Interested community members **establish a library committee** to determine the local support of citizens, local government, and the community school.
- ✓ Involve a variety of community representatives and citizens (e.g., youth groups, seniors, business people).
 - ✓ Obtain planning expertise and advice from the Regional Director of public library services (i.e., as an ex-officio member of the committee).
 - ✓ Conduct meeting(s) to measure the level of support from each group.
 - ✓ Appoint a committee chair who represents the community, and who is not an employee of the municipality, with the Department responsible for public library service in the province or in the New Brunswick school system.
- Step #2** The library committee **presents the project to the local government**. If local government supports the project, it is the responsibility of the local government authority to --
- Step #3** **Submit an official request** for the community **to the Province**, via the Provincial Librarian of NB Public Library Service (NBPLS).
- Step #4** **A feasibility study** is undertaken by NBPLS to define the needs of the community according to library standards of service. The study includes community and school profiles; an inventory of both the community and the school needs and assets; as well as recommendations concerning the physical facility and collection development. The study is presented to all partners.
- Step #5** **Discussions to reach a clear understanding and agreement** among all representatives of the primary partners -- NBPLS, District Education Council and local government -- and the library committee, regarding the contributions and responsibilities of each.
- Step #6** **Finalization and signing of the Memorandum of Understanding** by authorities for the primary partners in the public-school library project.
- Step #7** **Municipal council appoints a library board**. Members of the planning committee may serve on this board, and the public-school library manager serves as the secretary.
- Step #8** **NBPLS coordinates an orientation workshop**, prior to the library opening, in which school staff (principal and teachers), members of the library board, local government representatives, the regional director and library staff are provided with a clearer understanding of their roles and responsibilities in the operation of the public-school library.
- Step #9** **The Public-School Library Opening** is celebrated with an official opening ceremony, with representatives of all partners.