

**WILLIAMSBURG REGIONAL LIBRARY (WRL)
AND
WILLIAM & MARY LIBRARIES, COLLEGE OF WILLIAM & MARY (W&M
Libraries)**

**PARTNERSHIP AGREEMENT
January 1, 2018-June 30, 2019**

FOUNDATION A partnership between the Williamsburg Regional Library (WRL) and William & Mary Libraries (W&M Libraries) is based on the following principles:

1. The mission statements, vision, and core values of WRL and W&M Libraries reflect common purposes to support the reading and learning interests of the community and to work collaboratively through the community to achieve excellence.
2. Historically the two libraries have worked together to enhance access to library collections and share programming. Formalizing this relationship acknowledges the value of these collaborative efforts to both institutions. It also creates a strengthened framework that will enable the relationship to grow through system-wide planning and coordination.
3. While the partnership draws on the unique strengths of the two institutions it also benefits from serving the same city-county population.
4. The community is best served by WRL and W&M Libraries working together toward common goals.

GOALS WRL and W&M Libraries will work together as community partners to (a) increase access to library collections; (b) to develop collaborative programming; and (c) to support community goals for lifelong learning.

STRENGTHS

Williamsburg Regional Library: The public library offers a tradition of excellence and innovation in collections, programs, and services serving all area residents. This tradition is due to the knowledge, expertise, and skill of the library staff and a strong level of financial support from James City County, the City of Williamsburg, and York County.

The library's rich collections include both print and digital formats and serve the diverse reading and informational interests of area residents of all ages.

The library's two buildings, the Williamsburg Library and the James City County Library, are open for service seven days a week. The facilities also serve as community centers, with well-designed meeting room spaces available for community use.

The library's website offers access to digital and/or downloadable collections and services.

William & Mary Libraries: W&M Libraries is an extraordinary liberal arts university library system. W&M Libraries staff support and enhance teaching and research and foster intellectual curiosity, creativity and lifelong learning.

W&M Libraries' resources include more than 2 million books, journals, online databases, government documents and films; electronic access to many of our resources from anywhere in the world; and a staff with over 870 years of expertise.

The university boasts eight libraries, with the Earl Gregg Swem Library being the main library on campus. Swem offers varied study areas, including group study rooms, study carrels, collaboration booths and media studios. All visitors have access to our online collections when visiting any of our campus libraries and assistance is available at the circulation and research desks.

The Special Collections Research Center at Swem Library is a community resource and is open to the public. This area houses the library's rare books, manuscripts, university archives and other treasures such as letters written by Thomas Jefferson, and makes these materials available to researchers. The center also houses several collections of family papers of prominent Virginia families, proving useful to genealogists.

PARTNERSHIP INITIATIVES – January 1, 2018-June 30, 2019

Please see Attachment A

PARTNERSHIP RESPONSIBILITIES

WRL will

Designate appropriate staff to plan, implement, promote, and evaluate the partnership.

Designate appropriate staff to plan, implement, promote, and evaluate the initiatives as the budget permits.

Continue to offer programs and services for W&M student and faculty audiences.

Provide facilities for W&M Libraries programs as appropriate.

Work with W&M Libraries with an ongoing commitment to the partnership.

W&M Libraries will

Designate appropriate staff to plan, implement, promote, and evaluate the partnership.

Designate appropriate staff to plan, implement, promote, and evaluate initiatives as the budget permits.

Promote the library's collections, programs, and services to W&M students, faculty, and staff.

Provide facilities for WRL programs as appropriate.

Work with WRL with an ongoing commitment to the partnership.

FISCAL LIMITATIONS STATEMENT

Although WRL and W&M Libraries are strong institutions and are committed to accomplishing the

initiatives outlined in this partnership agreement, both organizations enter into this agreement with the understanding that budget concerns may limit current or future initiatives. Either partner, WRL or W&M Libraries, may end the partnership upon giving the other partner written notice. Notice will be effective thirty calendar days after the date of the notice. Within 30 days of the effective date, all issues pertaining to the dissolution shall be resolved.

PARTNERSHIP COORDINATION

The WRL and W&M Libraries will designate appropriate representatives to work as a team to coordinate the overall direction of the partnership, to facilitate joint planning and coordination, and to coordinate the evaluation of the collaborative relationship. WRL and W&M Libraries staff delivering programs and services will continue to work directly with one another, guided by the principles and limitations set out in this partnership agreement.

The following people have been identified as the FY17 partnership team:

W&M LIBRARIES: Lisa Nickel, Associate Dean of Research & Public Services; David Morales, Head of Circulation; Laura Morales, Head of Systems & Discovery

WRL: Janet Crowther, Assistant Director; Barry Trott, Special Projects Director; Alicia Phinney, Circulation Services Director

TIMELINE

TBD

ATTACHMENTS

Attachment A: Initiatives

Attachment B: Library card application process

Attachment C: WRL Mission and Vision

Attachment D: W&M Libraries Mission and Vision

Williamsburg Regional Library



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Attachment A

Attachment A

Williamsburg Regional Library (WRL) and William & Mary Libraries (W&M Libraries) Partnership Initiatives January 1, 2018 – June 30, 2019

Access to Collections

1. WRL and W&M Libraries will work together to promote each access other's collections:
 - a. WRL will allow all currently affiliated W&M students, faculty, and staff with a valid W&M ID (Tribe Card) to get a WRL library card, regardless of their residence jurisdiction,
 - b. W&M Libraries will allow anyone eligible for a WRL card to get a W&M Libraries library account
 - c. These cards/accounts will be subject to any restrictions appropriate to each library, and borrowing privileges will be outlined on each library's website.
2. WRL and W&M Libraries will explore the opportunities to share and promote collections, including ebooks, and resources such as Ancestry and Lynda.com.

ILL

3. W&M Libraries will continue to provide access to materials to WRL via ILL. WRL will continue to provide the courier service to pick up and return materials to W&M Libraries.
4. The libraries will explore ways to streamline this ILL service.

Programming

5. The libraries will explore opportunities to collaborate on programming; for example: offering joint genealogy programming that blend WRL staff expertise in genealogy with the rich genealogy collections at W&M Libraries.
6. Through the partnership, the libraries will explore mechanisms to promote programs put on by each organization to the other's audiences.

Staff Training

7. WRL and W&M Libraries will seek out opportunities to bring staff together for training on topics of shared interest.

Attachment B

Library card application process

**Williamsburg Regional Library
Library Card Application Process
William & Mary Faculty/Staff/Student**

DESCRIPTION AND ELIGIBILITY

- Any currently affiliated faculty, staff, or student of William & Mary is eligible for a Williamsburg Regional Library card at the enhanced privilege level.

IDENTIFICATION NEEDED

- W&M faculty, staff, or students living in a city or county that funds the Williamsburg Regional Library (currently, the City of Williamsburg, James City County, and York County) are eligible for a full privilege library card upon submitting photo identification and proof of residency (current physical address). Proof of residency includes current driver's license, checkbook, bill, or a lease agreement, but not a personal letter.
- Faculty, staff, or students living outside a city or county that funds the Williamsburg Regional Library must produce a valid faculty, staff, or student William & Mary ID card (can be used as your photo ID) in addition to proof of address. WRL staff will also verify that the faculty, staff or student is in the William & Mary Directory at this web address: <http://directory.wm.edu/people/>. These cards must be renewed every twelve months.

BORROWING PRIVILEGES

Faculty, staff, or students living outside a city or county that funds the Williamsburg Regional Library will receive an enhanced privileges library card. Enhanced privilege cardholders can:

- Borrow 32 items at one time with three renewals available per item.
- Request twelve items to be placed on reserve.
- Have two interlibrary loans at a time.
- Borrowing privileges are extended for one year and only to the individual registered card holder.
- To renew borrowing privileges, cardholder must meet the identification requirements.

**William & Mary Libraries
Library Card Application Process**

DESCRIPTION

Any resident, 18 and older of the City Williamsburg, James City County, or York County or any Williamsburg Regional Library Card holder will receive William & Mary Libraries Visitor Privileges at no cost.

IDENTIFICATION NEEDED

- Photo ID and proof of address

BORROWING PRIVILEGES

- Users may borrow books, DVDs, government documents, music scores, and music recordings
- Users can check out up to 20 items at a time, 10 of which can be DVDs. Print materials check out for one month with 1 renewal available per item, and A/V materials check out for 14 days with no renewals.
- Materials can be borrowed from Swem Library, Swem Offsite Storage, Music Library, Chemistry Library, and Physics Library with the exception of items in non-circulating or reserves locations. Users can only place holds on items that are currently checked in at Swem Offsite Storage, Chemistry Library, and Physics Library.
- Users cannot check out equipment (iPads, laptops, recording equipment, etc.)
- Users cannot borrow materials from the Wolf Law Library, William J Hargis Jr. Library (VIMS), Learning Resource Center, or McLeod Business Library.
- Users cannot borrow materials through the Interlibrary Loan Department.
- User accounts will not provide remote access to any licensed electronic resource.

ADDITIONAL INFORMATION

- Visitor borrowing privileges are issued for one year. However, privileges can be renewed.
- Users present their I.D. card (driver's license or other form of identity) each time they borrow materials rather than a library card.
- A limited number of metered parking spaces are available behind the Earl Gregg Swem Library. Otherwise, parking on campus requires a decal or parking pass beginning Monday at 7:30 AM through Friday at 5:00 PM. Temporary parking passes for visitors are available for purchase from the Parking Services Office located at 201 Ukrop Way.
- Users are only billed if an item is not returned within 30 days after due date. Items that can be purchased new will be billed at the list price. All other items will be billed at the current replacement cost. All bills are subject to a \$20 processing fee, and payments are handled by the Bursar's Office. If a user does not pay the Bursar's Office by the deadline specified by the office, the bill will be sent to a third party collection agency. At this point, WM Libraries cannot accept the book back or adjust your library bill. Bills can be paid with cash or check at the Cashier's Office, ground floor of Blow Hall.

Attachment C:

WRL Mission and Vision

Mission

The Williamsburg Regional Library informs, enriches, and strengthens our community. The City of Williamsburg, James City County, and York County value our work and fund the Library as a basic service for their residents.

Vision

The Williamsburg Regional Library provides excellent collections, programs, services, and facilities that fulfill our community's needs and expectations.

Attachment D:

W&M Libraries Mission and Vision

Mission

William & Mary Libraries support and enhance teaching and research and foster intellectual curiosity, creativity and lifelong learning.

Commitment to Diversity and Inclusion

We, at William & Mary Libraries, are committed to fostering an environment where diversity, inclusion and equity are viewed as fundamental to our mission and integral to our service model on campus and in the broader community. We believe an environment that is open and welcoming to all patrons is crucial to fulfilling the research, teaching and service mission of the University. We strive to create a climate of belonging, which we believe promotes self-agency, participation, collaboration and innovation.