

IMAGINE Building Partnerships Checklist

Designed to help libraries assess, plan and manage community partnerships



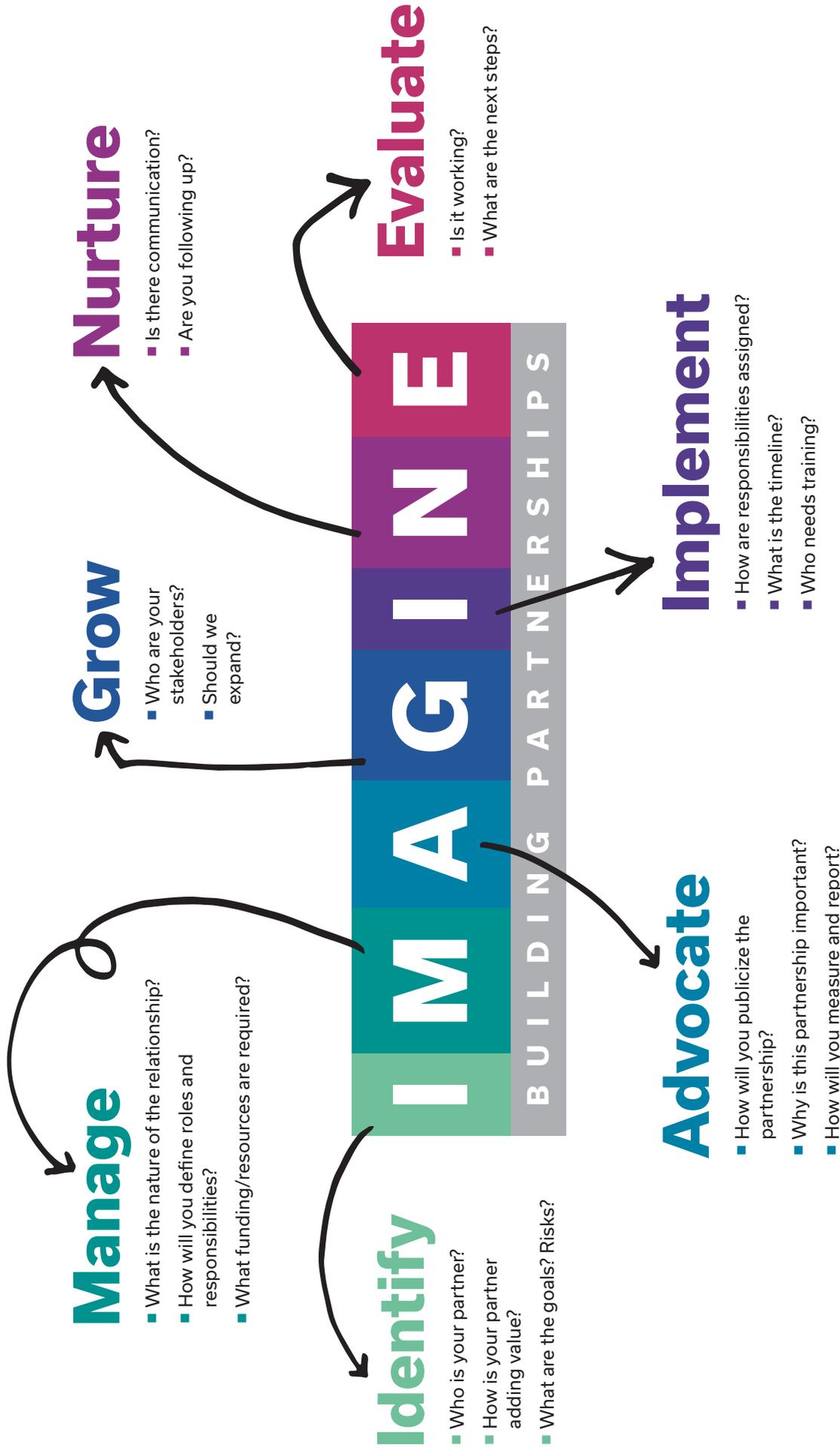
AREA	ASSESSMENT
Planning Partnership	
Partner has been researched and deemed acceptable	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Partnership provides significant added value/impact, such as: <ul style="list-style-type: none"> ■ Creates opportunities with resources, goods, services, intellectual capital, etc ■ Improves programmatic reputation/visibility ■ Reduces conflict ■ Advances shared objective ■ Enhances impact through resource sharing 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Collaborative goals strategically support the library mission	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Partnerships form at many levels. The determined nature of the relationship is acceptable by library and partners. <ul style="list-style-type: none"> ■ <i>Coordination</i> - more formal communication and the roles of each agency involve providing separate but parallel programs ■ <i>Cooperation</i> - agencies join together in areas of mutual work, with shared resources, to address a common issue ■ <i>Collaboration</i> - ideas, expertise and resources merge and are connected to a common mission ■ <i>Sponsorship</i> - receipt of goods and/or services through grant-funded programs, donated dollars and matching gift programs ■ <i>Affiliation</i> - demonstrated support from an agency that provides a program in exchange for payment 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Roles and responsibilities of library and partner are clearly defined	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Costs are acceptable in relation to the value gained	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Memorandum of Understanding (MOU) or other necessary contracts are complete	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Timeline established	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Measurable goals established	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Train staff and volunteers	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Purchase plan in place	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Managing Partnership	
Communication is ongoing and transparent	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Relationship has trust and respect	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Ground rules and protocols are clear	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Mechanisms for conflict resolution exist	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Stakeholders are identified and understand their roles and responsibilities	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Research and determine if additional outside support is needed for success	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Publicity plan is in place with media and other agencies	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Agencies and community know the value and reasoning of the partnership	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Evaluating Partnership	
Plan developed for measuring and reporting impact	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Risks and repercussions have been considered, mitigated or accepted	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Evaluation of feedback and data clearly leads to decision on future of partnership	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Future plans for partnership are evaluated	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Decision status as of date: _____

KEY			
<input type="checkbox"/> Need more info	<input type="checkbox"/> Decline	<input type="checkbox"/> May be acceptable	<input type="checkbox"/> Go ahead



Additional Resources:

- **PROJECT OUTCOME** is a FREE toolkit designed to help public libraries understand and share the impact of essential library services and programs by providing simple surveys and an easy-to-use process for measuring and analyzing outcomes. Project Outcome also provides libraries with the resources and training support needed to apply their results and confidently advocate for their library's future. <http://www.projectoutcome.org>
- **PUBLIC LIBRARY & SCHOOL LIBRARY COLLABORATION TOOLKIT** is a collection of information, research, and examples to help facilitate and incorporate partnerships between public and school libraries. <http://www.ala.org/alsc/sites/ala.org/alsc/files/content/professional-tools/plsic-toolkit-w.PDF>
- **LIGHTS ON AFTERSCHOOL: A PROJECT OF THE AFTERSCHOOL ALLIANCE** promotes family engagement by sharing ideas and resources for partnerships between libraries and afterschool programs. <http://www.afterschoolalliance.org/laaLibraryPartnerships.cfm>