

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	
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 	
Collaborative goals strategically support the library mission	
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 	
Roles and responsibilities of library and partner are clearly defined	
Costs are acceptable in relation to the value gained	
Memorandum of Understanding (MOU) or other necessary contracts are complete	
Timeline established	
Measurable goals established	
Train staff and volunteers	
Purchase plan in place	

Managing Partnership

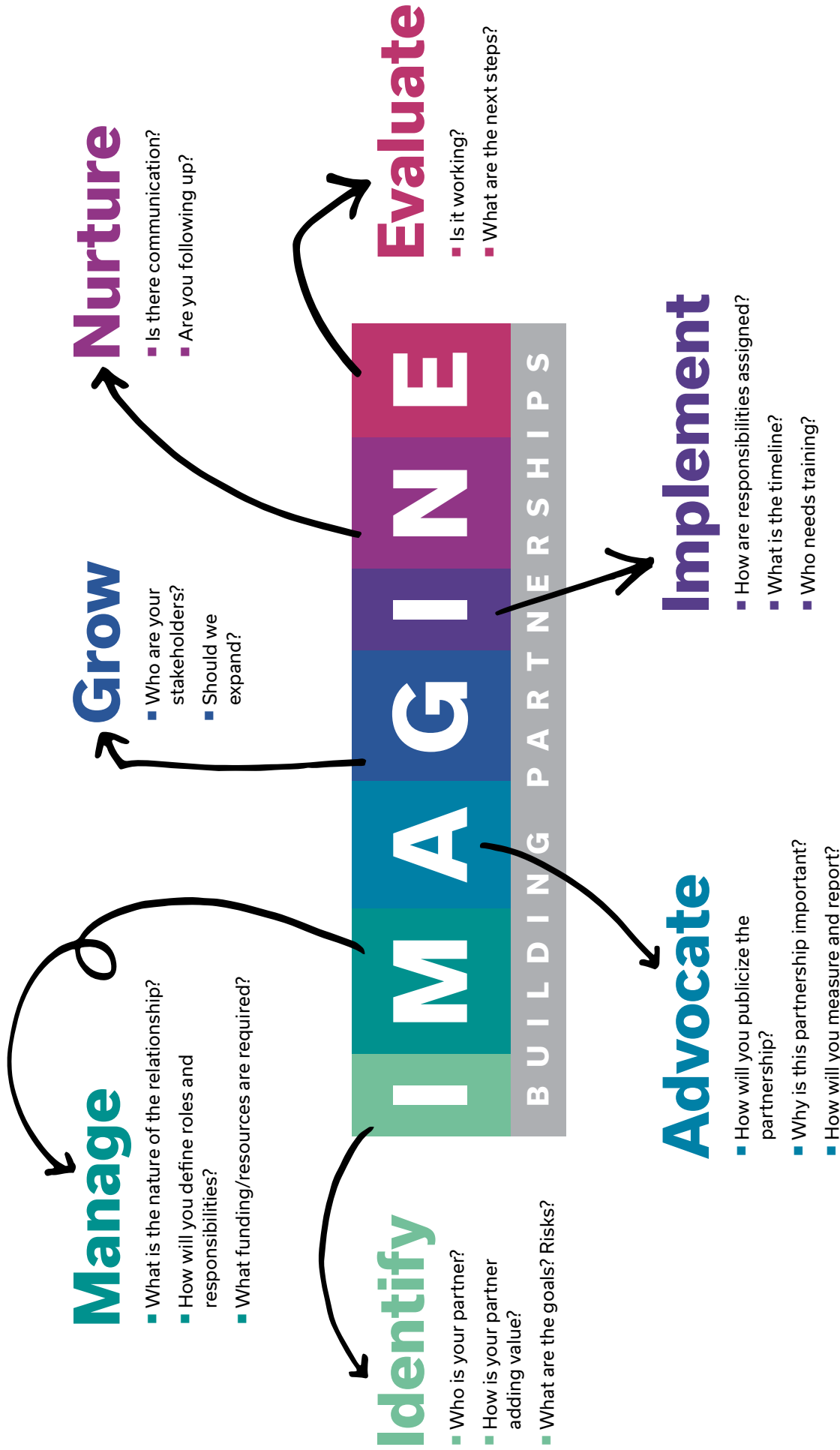
Communication is ongoing and transparent	
Relationship has trust and respect	
Ground rules and protocols are clear	
Mechanisms for conflict resolution exist	
Stakeholders are identified and understand their roles and responsibilities	
Research and determine if additional outside support is needed for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

Evaluating Partnership

Plan developed for measuring and reporting impact	
Risks and repercussions have been considered, mitigated or accepted	
Evaluation of feedback and data clearly leads to decision on future of partnership	
Future plans for partnership are evaluated	

Decision status as of date:

KEY			
Need more info	Decline	May be acceptable	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>