

Agreement between Libraries NI and FULS

Introduction

This agreement has been written to guide and shape the working relationship between Libraries NI and The Federation for Ulster Local Studies (FULS). Both organisations are committed to an open and transparent working relationship and will declare any interests which impact on the agreement.

The Federation for Ulster Local Studies

FULS is composed of over one hundred Societies, which number some 4,000 members in Northern Ireland (as of March 2013). Each membership Society may be described as having the functions of local History and Culture as its remit together with Social Interaction.

The Federation for Ulster Studies (FULS) hosts an Annual AGM, which elects an Executive Committee from among the membership. The Executive Committee drives the Federation in organizing Seminars, Conferences, workshops, Exhibitions and similar activities for the benefit of the membership and in collaboration with them.

Libraries NI

Libraries NI has the vision of being a flexible and responsive library service which provides a dynamic focal point in the community and assists people to fulfil their potential. Our Mission is to enrich and enhance the lives of individuals and communities through providing and promoting a range of high quality library and information services.

The work of Libraries NI is guided by 4 key themes, all of which are underpinned by reading and reader development. These are: Support for learning and learners; Access to information; Cultural and creative development; and Heritage and digitisation

Terms

The term partnership, where used, is not meant in the formal legal sense but rather to infer a close working relationship between two organisations.

Shared purpose

LibrariesNI has entered this agreement to support its role in information provision, to increase library use and to increase the profile of libraries as learning environments.

FULS will, for its part, work closely with Libraries NI to advance the study of Culture and Heritage within the concept of Lifelong learning in the particular area of Non-formal education as well as in Formal and Informal Learning.

Objectives

- To implement actively the study of Culture and Heritage in concert with the concept of lifelong Learning.
- To increase Library use and raise the profile of libraries as learning environments.

Duration

The agreement is intended to last for two years.

Legal Status

This document is not intended to be legally binding.

Activities

- FULS member Societies will actively engage with Libraries NI staff at local level
- FULS will promote Library Services as part of Lifelong Learning
- FULS member Societies will be able to use Library facilities as Centres for meetings and Learning purposes. Where available, these will be free of charge but will be subject to regular monitoring
- FULS will urge all Society members using Library facilities to become registered as Library members
- Libraries used by FULS Societies will provide a member of staff to conduct a familiarisation tour on an early or initial visit, alerting FULS Society members to stock and services available
- Joint co-operation in areas of interest and the development of specific projects, which may arise from time-to-time, will be actively encouraged by both parties
- Both organisations will promote the other and share experience and knowledge as appropriate

Expectations

See Appendix attached for work plan till June 2014

Liability

Neither organisation accepts legal liability for the activities of the other organisation. Each organisation will be responsible for appropriately managing the activities undertaken by the representative(s) of each organisation within this agreement.

Meetings

A steering group of four will be established to oversee the partnership and will meet twice each year. FULS will send two representatives to the steering group, who will include the Designated Representative and one other. Libraries NI will send two representatives, including the Designated Representative and one other from the Services department.

Each partner will chair the Steering Group meetings alternately and the organisation chairing will be responsible for the agenda and the minutes of the meeting it chairs.

Each organisation will commit to sending a substitute to meetings when the main contact cannot attend.

Monitoring the Agreement

The Executive of FULS will agree this partnership and will receive a Yearly Report on how it is proceeding as part of the monitoring process ongoing with Libraries NI.

Libraries NI will agree this partnership and a Yearly Report will be presented to SMT as part of the monitoring process ongoing with U3A NI Region.

Costs

Both Libraries NI and FULS will bear their own costs in relation to these activities unless funding is sought as part of a specific project, which would be the subject of a separate agreement.

Publicity and Public Relations

Both Libraries NI and FULS will recognise each other in appropriate publicity materials and press releases. If logos are used each organisation will have regard to guidance on use of logos as required. A process will be established to approve joint publicity material.

Dispute Resolution

Disputes will be resolved informally through the Designated Representative of FULS and that of Libraries NI. Failing agreement at this level the Chair of FULS and the CEO of Libraries NI will meet to resolve the dispute.

Ending the Agreement

Either party can end the agreement by giving three months notice in writing.

Key Contacts

William DEVLIN
FULS, Designated Representative
Crossgar Road East 7
Downpatrick Co Down
BT30 9ER
Telephone: 028 4483 1783
Mobile: 07 796 011 331
william.devlin@fuls.org.uk

Eileen McVerry
Senior Themes Manager
Libraries NI Designated Representative
Belfast Central Library
Royal Avenue
Belfast
BT1 1EA
Telephone: 028 9050 9198
Mobile: 07850205430
eileen.mcverry@librariesni.org.uk

Start Date: July 2013

For Libraries NI *Eileen McVerry* 2 July 2013

TITLE: Senior Themes Manager

For FULS *William Devlin* 2 July 2013

TITLE: Vice-Chairman FULS

Appendix One - July 2013 to June 2014 - Activity Plan

Activity	Target	Timeframe	Lead
Both organisations will inform members/staff about agreement	Information provided to FULS Executive & Member Societies Libraries NI staff	By July 2013	Both
Raising awareness of Libraries NI's engagement with FULS	Information for Libraries NI staff	By August 2013	Libraries NI
FULS will raise awareness of Libraries NI's Mission and promote Library Services as part of a Lifelong Learning Strategy	Information in press releases and website	By August 2013	FULS Executive
FULS Member Societies will be able to use Library facilities as appropriate. All Libraries NI informed	Information to libraries and FULS Member Societies	By July 2013	Both
FULS Member Societies will have access to rooms within Libraries to use as available. All Libraries NI informed	Information to libraries and FULS Member Societies	By July 2013	Both
All members of FULS Member Societies using Library facilities will register as Library members and be given a familiarisation tour on or around their initial visit	Information to libraries and FULS Member Societies	By August 2013	Both
The Designated Representatives will meet bimonthly (excepting June, July August). Steering Group to meet September 2013 & September 2014	Designated Representatives/ Steering Group	Delivery 2013 & 2014	Designated Representatives/ Steering Group