# IMAGINE Building Partnerships Checklist

***Designed to help libraries assess, plan and manage community partnerships***

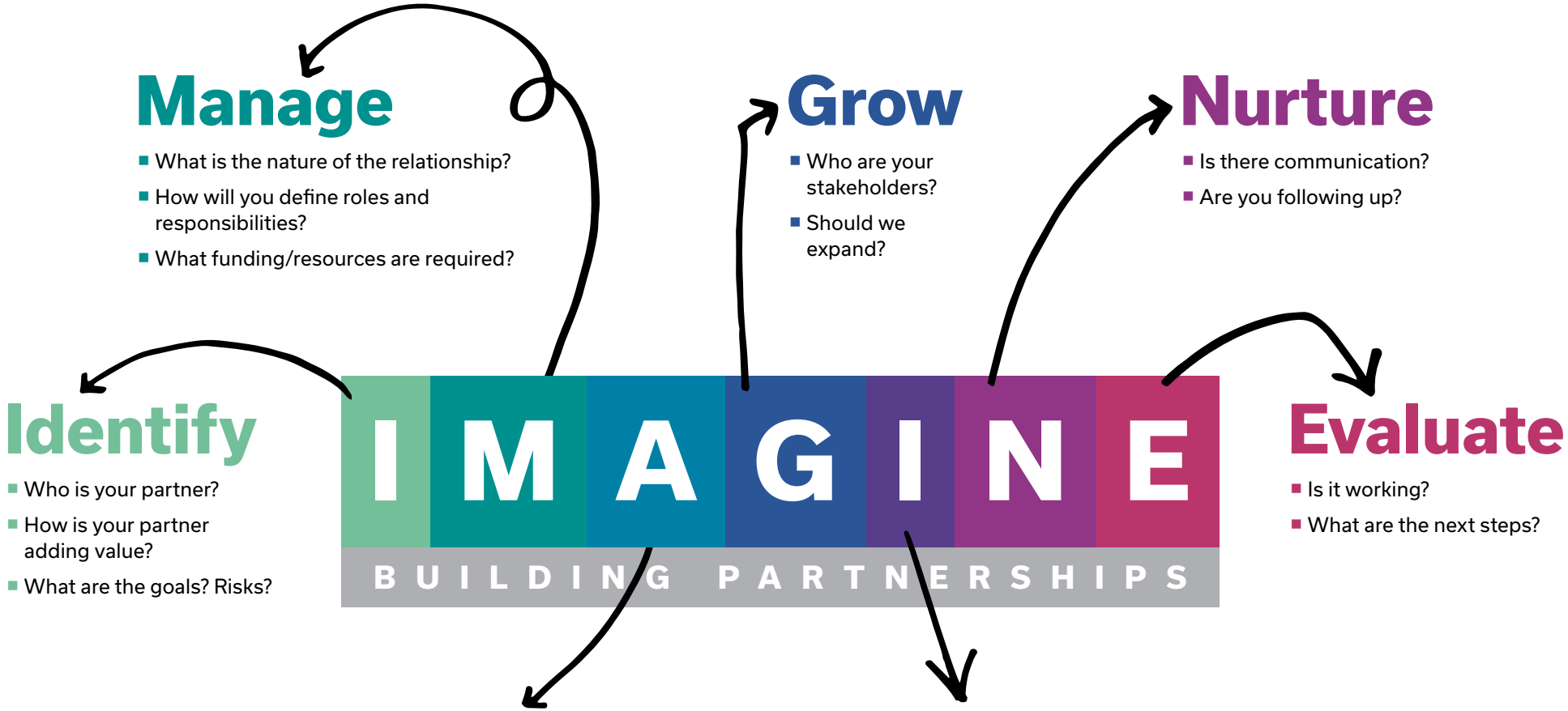
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| AREA | ASSESSMENT |
|---|---|
| **Planning Partnership** | |
| Partner has been researched and deemed acceptable | ☐ ☐ ☐ ☐ |
| Partnership provides significant added value/impact, such as:<br>■ Creates opportunities with resources, goods, services, intellectual capital, etc<br>■ Improves programmatic reputation/visibility<br>■ Reduces conflict<br>■ Advances shared objective<br>■ 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.<br>■ *Coordination* - more formal communication and the roles of each agency involve providing separate but parallel programs<br>■ *Cooperation* - agencies join together in areas of mutual work, with shared resources, to address a common issue<br>■ *Collaboration* - ideas, expertise and resources merge and are connected to a common mission<br>■ *Sponsorship* - receipt of goods and/or services through grant-funded programs, donated dollars and matching gift programs<br>■ *Affiliation* - 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




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CREATED BY ALSC'S BUILDING PARTNERSHIPS COMMITTEE

## 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/plslc-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/loaLibraryPartnerships.cfm***