

**PEACE LIBRARY SYSTEM****SCHOOL SERVICES**

CATEGORY: Programs and Services

POLICY: S7-18

DATE APPROVED: September 15, 2018

REVIEW IN: 2023

The Peace Library System offers a number of library services on a fee-for-service basis to school divisions and individual schools within school divisions located in northwestern Alberta. No provincial funding is provided to support regional library services for school libraries, and as a result, the Peace Library System offers school library services on a cost recovery basis.

In order to gather input from contracting schools and school divisions regarding System services, a School Advisory Committee meets with System staff once a year.

**Fees for Service Packages**

Two packages of library services have been developed to meet the needs of different schools – the Seed Package and the Core Package. Schools and school divisions are required to purchase the Seed package in order to qualify for the Core package at the rates outlined. However, other user-pay services may be contracted for separately.

GST is chargeable on all goods and services provided by the Peace Library System.

The Seed Package of technical services (purchasing, cataloguing, processing, and delivery of library materials) has a base fee of \$10 per pupil. School jurisdictions wishing to spend more money on the acquisition of library materials may do so. The base fee and any additional funds are apportioned according to a 69:31 ratio. Sixty-nine per cent of the fee is allocated to the raw cost of books and other library materials and is placed in the school's allotment fund, and 31 per cent is allocated to obtain, catalogue, process, pay for, and deliver those materials to the school jurisdiction. The Seed Package includes an orientation for each new school library manager. The minimum fee for the Seed Package is \$200 per school jurisdiction.

The Core Package of consulting services costs an additional \$2.75 per student. The minimum fee per school is \$750.

School divisions that had originally purchased the same package of services offered to public libraries may retain this service, but the Full Package is not available to new clients. The cost of this service is \$19 per pupil with \$9.50 of this fee going into allotment funds.

**User-Pay Services (GST not included)****A. Automation**

School libraries co-located with public libraries may subscribe to the public library integrated library system (ILS). They will be charged a maintenance fee of \$980 per year per school, which covers system administration, maintenance of licenses and profiles, and

technical support. This fee is subject to change should the ILS costs increase.

NOTE: When Peace Library System public libraries became automated, schools sharing space with a member public library were brought onto the same automation system as the public libraries at no charge. The library data for these schools migrated to the Polaris Automation System in 2009 and a fee for Automation Services was put in place in 2010.

B. Rural Libraries Conference:

Registration Fees for Schools Purchasing System Services:

1 Day	\$100
2 Days	\$125

Registration Fees for Schools Not Purchasing System Services:

1 Day	\$115
2 Days	\$150

C. Cataloguing for a Fee:

Per item fee schedule for books not purchased through the Seed Package:

Existing cataloguing record found	\$1.99
Original cataloguing needed - fiction book	\$3.99
Original cataloguing needed - non-fiction	\$7.50

Note: Shipping costs will be assessed if the participating school requires delivery by means other than the regularly scheduled bi-weekly courier delivery.

D. Extraction of Records for Automation Purposes

Upon request, a school may obtain a copy of the MARC records in the Peace Library System database with that school's location attached. Electronic records will be provided which may be downloaded into the school library's automation system. There will be a \$100 charge for this service.

E. Large Scale Consulting Projects

Library Consultant Time:                                   \$125/Half Day  
   \$200/Day

Plus expenses, as required, including:

- Per Kilometre for Travel at the Current Rate Set by the Peace Library Board
- Meals
- Accommodation

NOTE: This service is dependent upon Peace Library System staff availability, and may include such large scale projects as Collection Evaluations, Weeding, and Development of New School Library Collections.

Chair's Signature:

Seronica Juska