

Libraries ACT: Guidelines for Partnerships

May 2025

We welcome proposals from organisations to partner with us.

Partnerships

In a meaningful partnership each partner contributes something to achieve desired outcomes.

How to apply

- > Proposals to partner with Libraries ACT must be made in writing using the online proposal form and include the name, phone number and email of the person who can discuss any enquiries and make decisions about the proposal
- > Libraries ACT require **up to 4 weeks** to assess and respond to partnership requests

Partnership priorities

We assess partnership proposals based on criteria (listed below) including our strategic priorities and commitments and reserve the right to decline proposals.

- > Each partner contributes something to achieving clear outcomes for the community
- > There is no cost to community/participants
- > Capacity of LACT to partner
- > Outcomes of the proposal meet LACT priorities related to one or more of:
 - > Aboriginal and Torres Strait Islander community
 - > Canberra's history and heritage
 - > Early literacy and family literacy
 - > Health and wellbeing
 - > Identity and belonging
 - > Inclusion, diversity and reconciliation
 - > Lifelong learning
 - > Reading and literacy
 - > Social connection
 - > Sustainability



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- > Living in a digital world

Approvals, appeals and escalation

- > Partnership proposals will be assessed by relevant LACT subject matter experts and the Director responsible for the area they relate to most
- > Final partnership agreements will be approved by the Senior Director or Executive Branch Manager, LACT
- > Appeals or escalation related to proposals, agreements, or renewals of partnerships must be made in writing to library.customerinfo@act.gov.au and marked attention to the Senior Director, LACT

Partnership agreement

- > When a partnership agreement is reached it will be documented by LACT in the form of a letter
- > A partnership agreement summarises objectives and what is included and excluded
- > A partnership might involve LACT providing
 - > In-kind support
 - > A letter of support (e.g. for an organisation or researcher seeking grant funding)
- > A partnership with LACT is not paying you/your organisation to deliver something for LACT
- > LACT will not agree to any partnership which involves any kind of illegal activity or which contravenes legislation, including the Copyright Act or Discrimination Act
- > LACT reserves the right to decline, cancel or change a partnership without notice if deemed necessary (this includes if any terms or conditions of the partnership or room bookings are breached)

Length and renewal of partnerships

- > Timeframes for partnerships will be decided on a case by case basis
- > There is no minimum duration for a partnership agreement, however none will exceed 12 months duration without approval from the Executive Branch Manager, Libraries ACT
- > Partnership agreements can be renewed and are subject to LACT's strategic priorities and commitments at the time of renewal being requested
- > To renew an agreement the partner organisation must make their request using the online proposal form **no later than 4 weeks before** their current agreement expires, or before the desired start date of a new agreement

Room hire and bookings

- > Any room bookings related to partnership agreements are subject to [standard terms and conditions, availability and capacity](#) including that the organisation using the room is responsible for setting up and packing up
- > Room hire is only provided as an in-kind contribution for partnerships when it is specifically requested, discussed and agreed to in a partnership agreement
 - > It is the responsibility of the partner organisation to provide the details for any proposed room bookings in writing using the online partnership proposal form including preferred dates, times and locations



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Communication and enquiries

- > Any **enquiries about partnerships** after a proposal has been made must be in writing to library.customerinfo@act.gov.au with a cc copy to libraryengagement@act.gov.au
- > Any **enquiries about room bookings** related to an accepted partnership agreement must be in writing to libraryroombookings@act.gov.au
- > Please note that staff working in public library branches don't have access to relevant information so are unable to answer questions about specific partnerships and room booking applications.

Publicity and media

- > Any communication, media releases, public announcements or other publicity mentioning LACT must be agreed and approved in advance by all partners (except where the library is only mentioned as a venue)
- > Approval must be sought for use of the Libraries ACT logo which must be used in accordance with Libraries ACT and ACT Government branding guidelines
- > Involvement of any VIPs (e.g. politicians) must be advised in advance so appropriate notification processes can be followed
- > Reciprocal promotion is beneficial, and we encourage you to request approved promotional information and images to share using your organisation's platforms

Partnership example

Examples of strong partnerships include:

- > Computer training delivered in languages other than English. The library provides public access computers and internet and promotion of the training. The partner organisation provides trainers who speak languages other than English, and promotes the library to their participants.
- > The library provides free community room hire for a cultural organisation. The partner organisation organises and delivers a cultural celebration event held for free at one of the libraries, and promotes the library's multicultural services and programs to its members and wider community.



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Appendix 1 – Template example for a partnership agreement letter

[Partner contact name]

[Partner organisation]

[Email]

Dear [Name]

RE: Partnership Agreement between [Name] and Libraries ACT for [name of partnership]

This agreement outlines Libraries ACT's partnership with [name of partner organisation] to [summarise goal/s of partnership].

We understand that [name of partner organisation] [short summary of organisation's purpose and alignment of their organisation and/or partnership with Libraries ACT goals/commitments/priorities].

Libraries ACT supports [name of partner organisation's] proposal to [short description of the partnership].

In this partnership Libraries ACT will:

- [List all contributions, responsibilities, tasks, and expectations of LACT for the partnership]

[Name of partner organisation] will:

- [List all contributions, responsibilities, tasks, and expectations of the partner organisation in the partnership]

This agreement is valid until [date].

We look forward to working with you.

Kind regards,

[Name]

[Position title], Libraries ACT

[Date]



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