

**POLICY: JOINT FACILITIES AND JOINT-USE FACILITIES**

**SECTION: II – General Policies – Finance & Property**

**MOTION#/DATE: 03 – 78 – May 12, 2003**

---

**Effective Date**

June 1, 2003

**Policy Objective**

To establish criteria and conditions for successful partnerships with joint facilities and joint-use facilities.

**Underlying Principles**

Toronto Public Library strives to provide library branches that meet the needs of local communities and are accessible to all residents. Opportunities for joint and joint-use facilities arise occasionally, and a standardized method of evaluating such possibilities is essential.

Toronto Public Library supports facilities that are efficient and effectively managed. Sharing construction costs, physical facilities and ongoing maintenance can potentially reduce capital and operating expenditures.

**Policy Statement**

Toronto Public Library will pursue joint facilities/joint-use facilities that provide an equal or better service to the public than stand-alone facilities based on the following criteria:

- is established in a highly desirable location that would be unavailable to a stand-alone facility thereby having a greater community impact;
- the facility contains services and/or amenities that enhance library services for all users;
- allows for expansion of the user base through attracting clients of partnering facilities;
- provides convenience to the user;
- realizes environmental benefits in minimizing travel to different locations;
- promotes greater community interaction;
- provides the opportunity for joint programming by participating institutions;

- provides opportunity for partnerships with public service institutions that have a similar mandate to the Library and serve as broad a demographic group as possible;
- there is a potential savings in capital costs;
- shared operating and maintenance costs, based on an agreed upon formula.

If these criteria are met, the Toronto Public Library will enter into formal agreements with its partners to ensure that its interests are represented and that control of occupancy conditions is maintained.

### **Scope**

This policy applies to all Toronto Public Library departments that are involved with the planning and development of new library facilities.

### **Specific Directives**

Despite clear advantages to libraries in joint facilities and joint-use facilities, there are operational and overhead complexities that must be carefully managed. These can be addressed through:

- a clear contractual commitment to a term and condition of use commensurate with the Toronto Public Library's capital investment of resources in the occupancy;
- a formal written agreement endorsed by all partners. Such agreement should cover all aspects of the partnership, from ownership of the facilities to the maintenance thereof including a clear definition of service levels and mechanisms to address a breach in this agreement. The agreement should:
  - clearly delineate use and maintenance rights and/or responsibilities of all partners;
  - indicate the share of the operating cost to be borne by each partner (based on an agreed upon formula);
  - clearly outline the rights and responsibilities of all partners in the event of alterations to the space or expansion of the facility;
  - protect TPL's interests in the event of a change in ownership, tenancy, or financial circumstances of the property owner;
- design and performance standards that provide appropriate institutional identity for the facility and ensure a library building that will be a positive addition to its neighbourhood;
- the library must have a convenient service entrance, ensuring that deliveries can be made at all times without conflicting with other partner's activities and vice versa;
- clear service alternatives for the public should be available in the event of disruption owing to labour unrest.

## **Accountability**

**Directors** will ensure that staff involved in the development of joint facilities comply with the provisions of the Joint Facilities and Joint-Use Policy. The guidelines for the development of joint facilities will be followed as closely as possible allowing for situational differences.

## **Appendices**

Appendix 1: Definitions

Appendix 2: Enquiries

## Appendix 1

### DEFINITIONS

**Library in a Joint Facility** – refers to a library located within a self-contained unit of a facility that is occupied by one or more community service providers.

**Joint-use Facility** – is one in which two or more distinct groups of users are served in the same premises, the governance of which is co-operatively arranged between two or more separate partners (e.g. public library and school library). The Library and its partner(s) co-operate in delivering an integrated library service to their combined user groups.

**Appendix 2**

**ENQUIRIES**

Manager, Planning and Development  
Tel: 416-395-5551  
Fax: 416-395-5826