

LETTER AGREEMENT

This letter serves as a formal agreement between Pueblo County School District 70 and the Pueblo City-County Library District (PCCLD), whereby PCCLD will provide satellite library services at Avondale Elementary School.

The two parties agree to the following terms:

1. The Avondale Satellite will be under the supervision of the St. Charles Mesa Librarian.
2. The Avondale Satellite will be open for general public use during all school hours, eight hours per week after regular school hours and during selected summer months. The library will be staffed during non-school hours by a PCCLD employee. The hours of operation will be designated by the school principal and the manager of the St. Charles Mesa Library and will coincide with times that custodial staff is on duty.
3. The satellite library will serve as an access point for the community to PCCLD resources, including: print and electronic materials, databases, interlibrary loan, holds pick-up and return, internet access and limited programming.
4. The library technician at Avondale will have access to PCCLD's integrated library system (Sirsi) and may check out satellite materials to customers during school hours. The library technician is expected to follow PCCLD's circulation procedures and will receive training as updates or changes are implemented. Reshelving satellite materials will be a shared responsibility of the library technician and PCCLD employee.
5. Community members, students and faculty who borrow materials and access online resources from the Avondale Satellite must have a valid PCCLD library card.
6. Customer behavior during satellite hours will be governed by PCCLD's *Library Rules of Conduct*.
7. The PCCLD materials currently housed at Avondale will remain in Avondale's satellite collection and will be periodically supplemented with new materials purchased by PCCLD. Future purchasing decisions will be made by PCCLD's collection development librarians and will comply with PCCLD's collection development criteria. Periodic weeding of overly worn or dated materials will be directed by Technical Services and will be executed by PCCLD staff. Although PCCLD uses a floating collections model, the materials at Avondale will be exempt from the holds cue and will remain at the satellite library.
8. Avondale Elementary will provide shelving units for a collection of at least 2000 adult and juvenile materials.

9. PCCLD will provide signage that identifies the satellite location and hours of operation. PCCLD will be responsible for marketing all events and resources sponsored by PCCLD.
10. Avondale Elementary will provide a computer that may be used by PCCLD staff to conduct all satellite business. Avondale Elementary will provide high-speed data services that support access to PCCLD's online system and network.
11. Avondale Elementary will provide at least one computer workstation for public use during satellite hours that provides internet access. The school will also provide an internet filter in compliance with CIPA (Children's Internet Protection Act) and public internet use will be governed by PCCLD's *Internet Access and Wireless Use Policy*.
12. Avondale Elementary will provide telephone services for the satellite.
13. The School District will provide courier service between the Rawlings Library and each satellite location at least once per week during school hours.

This agreement between Pueblo County School District 70 and the Pueblo City-County Library District is effective the _____ day of _____, 2014, and will remain in effect until either of the parties gives 30 day notice of that institution's intent to terminate the agreement.

Director, Pueblo City-County Library Dist.

Superintendent, School District 70

Manager, St. Charles Mesa Library

Principal, Avondale Elementary School