

**APPENDIX A1
STEPS IN THE ESTABLISHMENT
OF A PUBLIC LIBRARY**

The following establishment process will greatly improve the public library project's likelihood of success.

- Step #1** Interested community members **establish a library committee** to determine the local support of citizens and local government.
- Involve a variety of community representatives and citizens (e.g., youth groups, seniors, business people).
 - Obtain planning expertise and advice from the Regional Director of public library services (i.e., as an ex-officio member of the committee).
 - Conduct meeting(s) to measure the level of support from each group.
 - Appoint a committee chair who represents the community, and who is not an employee of the municipality or with the Department responsible for public library service in the province.
- Step #2** The library committee **presents the project to the local government**. If local government supports the project, it is the responsibility of the local government authority to --
- Step #3** **Submit an official request** for the community **to the Province**, via the Provincial Librarian of NB Public Library Service (NBPLS).
- Step #4** **A feasibility study** is undertaken by NBPLS to define the needs of the community according to library standards of service. The study includes community profiles; an inventory of the community needs and assets; as well as recommendations concerning the physical facility and collection development. The study is presented to all partners.
- Step #5** **Discussions to reach a clear understanding and agreement** among all representatives of the primary partners -- NBPLS and local government -- and the library committee, regarding the contributions and responsibilities of each.
- Step #6** **Finalization and signing of the Memorandum of Understanding** by authorities for the primary partners in the public library project.
- Step #7** **Municipal council appoints a library board**. Members of the planning committee may serve on this board, and the public library manager serves as the secretary.
- Step #8** **NBPLS coordinates an orientation workshop**, prior to the library opening, in which members of the library board, local government representatives, the regional director and library staff are provided with a clearer understanding of their roles and responsibilities in the operation of the public library.
- Step #9** **The Public Library Opening** is celebrated with an official opening ceremony, with representatives of all partners.