

# (Re)Building Sustainable Partnership

This Partner/Connection Information Form help you keep track of your partner information.

This form comes from the Developing Leaders in California Libraries (DLCL) Project:

[Lost Connections: \(Re\)Building Partnership for Life](#)

**Library Liaison to  
Partner/Connection:**

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**Partner/Connection Name:**

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Organization Email

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Organization Phone

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Organization Address

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**Individual Contact/Liaison Name:**

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Email

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Phone

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**If partner was referred by  
community, board, or other  
organization, please describe:**

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**Description of potential partnership  
(shared resources, events, spaces,  
etc.):**

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**Expected length of partnership:**

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**Other Notes:**

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# (Re)Building Sustainable Partnership

This checklist is designed to help libraries assess potential and current partnerships for sustainability.

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Evaluating Your Intention	Yes	No	More Information Needed
The community has asked for the service, information, or support this partner offers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate community members have been included in determining the right partner for this work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The library had a defined program, service, or space this organization/individual can contribute to.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Library employees and leadership agree this partnership is needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The library has the personnel resources needed to build and sustain this partnership.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Total Intention Score, out of 5:</b>			
<b>Scores 4-5:</b> <i>There is likely a need and support for this partnership. Move forward! For scores 3 or less in this area, it is recommended that further work be done with the community and stakeholders before beginning the partnership.</i>			

# (Re)Building Sustainable Partnership

Evaluating Your Partner	Yes	No	More Information Needed
This is an organization/individual the community already works with.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
This is an organization/individual the community trusts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
There is no previous trauma or negative interactions between the community and this organization/individual.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
This organization does not support causes or individual that are in conflict with our community.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
This organization does not support causes or individual that cause harm in our community.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
This organization/individual cares about the health of our community.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
This organization/individual cares about the economic well-being of our community.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
This organization/individual will be available to the community in 1 year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
This organization/individual will be available to the community for the next 3-5 years.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
This organization/individual works with other organizations that we're familiar with.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Total Partner Score, out of 10:**

**Scores 8-10:** This is likely a good partner. Move forward! **Scores 5-7:** Consider seeking additional partner recommendations from the community and/or addressing potential issues with the partner. **For scores 4 or less** in this area, it is recommended that further work be done to find an appropriate partner.

# (Re)Building Sustainable Partnership

Evaluating Sustainability	Yes	No	More Information Needed
The library has a dedicated individual that can be a liaison with this partner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
This partner has identified their own liaison to the library.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
There is a community member or organization serving as a liaison or sponsor for the partnership.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The library has a plan for this partnership for the next 1 year. (May include space, event schedule, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The library had a plan for this partnership for the next 3-5 years.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The partner has agreed to this plan verbally.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The partner has agreed to this plan in writing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The library (or governing institution) has dedicated funding to this partnership.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The partner has funding to sustain it throughout the partnership term.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Total Sustainability Score, out of 9:**

**Scores 7-9:** This is likely a sustainable partnership. **Scores 4-6:** Consider further clarifying expectations with your partner and/or seek additional funding. **For scores 3 or less** in this area, consider the work and time involved with engaging with this partnership. Does the potential benefit outweigh the risk of the partnership not being sustainable or well-supported?

# (Re)Building Sustainable Partnership

Maintaining the Partnership	Yes	No	More Information Needed
The library has personnel dedicated to communicating with this partner for the foreseeable future.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The partner has identified an individual to be the library's liaison for the foreseeable future.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
There is a schedule established for regular communication and check-in with the partner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The library has a plan for showing gratitude to the partner after each event or program.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The library has a plan for checking the partner's relationship with the community at regular intervals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The library has identified ways or individuals that can help the library understand the partner's standing in the community.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The library has plan for soliciting feedback from the community after events and programs that include the partner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Total Maintaining the Partnership Score, out of 7:**

***Scores 5-7:** Your partnership is well maintained. **Scores 3-4:** Consider bolstering your partnership with more frequent communication and feedback gathering activities. **For scores 2 or less** in this area, it is recommended you consider if the partnership is still needed or viable. Perhaps put a formal pause in the partnership or seek out a new partner that is more active and connected to the library.*

# (Re)Building Sustainable Partnership

Ending or Pausing the Partnership	Yes	No	More Information Needed
The library has fulfilled, to the best of its ability, all promised and expected outcomes for the partner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The library has communicated appreciation and acknowledgement of the partnership's value.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The library has asked for feedback from the partner on their experience.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The library has asked for feedback from the community about the partner/partnership.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The library has recorded the partner's information and feedback in a place known and accessible to future employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Total Ending/Pausing Partnership Score, out of 5:**

**Scores 4-5:** *Your partnership has ended or paused well and can be easily revived. Congratulations! For scores 3 or less in this area, it is recommended that the library create an official policy for ending/pausing partnerships that includes appreciation and saving partner information in a shared location.*