

Call for Interest

Library and Archives Canada (LAC) Seeking Co-location Arrangements in Vancouver and Halifax

Background

Library and Archives Canada (LAC) has regional offices in Dartmouth, Winnipeg and Burnaby.

In order to increase its visibility in these regions, LAC is redefining its presence in Vancouver and Halifax and will be leaving its current facilities in 2017. Consequently, LAC is seeking mutually beneficial partnering arrangements with memory institutions in Vancouver and Halifax in order to maximize services, expertise and public outreach.

Key Elements of Potential Arrangements

LAC is seeking a co-location partnering arrangement whereby LAC would provide on-site reference services and client access to LAC's collections, workshops and exhibitions, a forum for the direct sharing of

knowledge and expertise, and opportunities for joint promotion and programs.

In exchange, LAC would require dedicated office space for small teams of LAC employees, with access to meeting space, as well as space for exhibitions, public programming and reference services. LAC would provide all equipment, supplies and systems required for its own operations. LAC staff will be considered employees of the Government of Canada (GC). Please see below for more details.

Timeline

LAC's goal is to establish an agreement by spring 2016 with a target move-in date of December 2016. As such, LAC will be engaging in detailed discussions with interested organizations over the next few months to discuss the key elements and requirements of a collaboration.

Contact and Instructions

All interested organizations are encouraged to complete the enclosed questionnaire and to contact Kristina Lillico, Director responsible for LAC's National Presence initiative: kristina.lillico@canada.ca



VALUE ADDED SERVICES LAC WILL PROVIDE TO POTENTIAL PARTNERS AND THEIR CLIENTS

- Reference services for LAC collections
- Access to LAC digital collections, including restricted records (pending researcher security clearance)
- Option to store some LAC physical collections on-site
- Collaboration on outreach, exhibitions, promotion and public programming activities
- Access to LAC knowledge and expertise
- Workshops and other events for the public, for the professional communities and for the institutions

LAC WILL PROVIDE

- Human resources
- Furniture and equipment for employees and clients
- Terminals for clients to access collections (2 in Vancouver / 1 in Halifax)
- Shelving as required for material in process to be transferred to LAC facilities
- Security and IT assessments and systems, to meet GC requirements

PARTNERS WOULD BE EXPECTED TO PROVIDE

	Vancouver	Halifax
Access to reference desk and consultation space for clients	20 sq. meters or shared established desk	15 sq. meters or shared established desk
Access to space for public programming and events	To be determined	To be determined
Office spaces for LAC employees meeting GC health and safety standards	6 cubicles	4 cubicles
Access to meeting spaces for LAC employees and outreach activities	To be determined	To be determined
Access to storage and processing spaces for LAC employees	40 sq. meters	30 sq. meters
Basic facility security systems and/or personnel	As required to meet Government of Canada standards	As required to meet Government of Canada standards
Contribution to joint communication efforts	To be determined	To be determined

