### CLA's Reading By Design Policies and Practices Agreement 2017

Thank you for participating in CLA's Reading By Design summer reading software program. Because this program and the RBD software itself are both relatively new, we're counting on the help of all of participating libraries to share best practices and promote a community around the software and its implementation. By participating in the project, your library is agreeing to the policies and practices outlined in this document.

**Please sign and return this agreement by DECEMBER 30, 2016 to:**
California Library Association, Attn: Karen Frazier
1055 E. Colorado Blvd., 5th Floor
Pasadena, CA 91106

The person signing the agreement must be authorized to sign on behalf of your library. If you have any questions, please email Beth Wrenn-Estes at: bwestes@cla-net.org.

### I. Support

a. CLA will host the open-source software on a cloud server; this server and the software are maintained by CLA.

b. Documentation to support RBD will be developed during the project period, and we will ask participating libraries to provide ongoing feedback.

c. CLA is providing both the infrastructure for California libraries using the RBD software, as well as technical support for the RBD software. As part of the infrastructure support, CLA is providing an email discussion list, online web forum, teleconference/webinar support sessions, email support, and help ticket system.

### II. Privacy and Data Management

a. Your library is responsible for ensuring that use of the RBD software complies with any existing privacy policies of your library and California and US laws.

b. Your library is responsible for ensuring parental approval of any child's participation in the RBD program.

c. At a minimum, the software collects patron names, although it can also be configured on a per-program basis to collect other personally identifiable information including contact information, books read, physical locations, etc. Please be conservative when deciding what information to collect about your patrons.

d. RBD includes customizable parent consent checkboxes and methods of including full disclosure statements and terms and conditions. Your library is responsible for utilizing these items according to your requirements.

e. CLA and its technology partners will make every reasonable effort to ensure that the RBD platform is secure, accessible, and up-to-date. Software updates will be applied as they become available and have been vetted by members of the Drupal.org security team and

the global Drupal community. Libraries will be given advance notice of any changes being made to the software for any purpose.

f.  CLA will extract *anonymous, aggregate* data about participation. This data will be used for program-wide outcome and output measurements and does not identify individuals.

g.  Although CLA/Galecia will make every effort to provide a secure and stable installation and we do not expect any kind of catastrophic failure that would interfere with each participant's access to their BookPoints installation, the responsibility for assessing that risk is the responsibility of each library. Galecia/CLA will provide information to administrators about how to backup their library's BookPoints installation complete with the current code, configuration settings, and their user data (images you have uploaded are not included so these should be saved by the library as they are uploaded to the system). Each BookPoints library administrator must establish a backup plan that meets their library's risk tolerance.

## III. Participation

a.  Participating libraries are asked to participate in phone calls and/or webinars hosted by CLA to help us work collaboratively and share best practices and experiences with the software. We anticipate that these phone calls and/or webinars will take place approximately twice per month.

b.  Libraries are responsible for customizing their summer reading app (e.g., with sign-up forms, badge awards, points awards, etc.) as well as adding all content (e.g. book lists, activities, events, secret code awards, on-site help pages for your specific programs, etc.). The Reading By Design project will support these efforts as resources permit.

c.  RBD will provide a URL (e.g. cityname.readingbydesign.org) for each site and will assist library staff in setting up aliases (e.g. summer-fun.library.cityname.ca.us) whenever possible

d.  The RBD software is open source, released under the GPLv2 license (http://www.gnu.org/licenses/old-licenses/gpl-2.0.en.html). CLA will comply with all terms of this license. In addition, this software is provided "as-is" with no warranty or guarantee, either express or implied.

e.  CLA will survey participating libraries about their experiences at the end of the summer and participating libraries are expected to complete the survey.

f.  To take advantage of all the opportunities providing by Reading By Design, participating libraries are asked to utilize the pre- and post-summer reading assessment modules that will be made available for the software. These modules will enable you and us to collect data on the impact of summer reading programs.

I agree to the terms and conditions reflected in this document.

_____
Library name

_____
Signature

_____
Print name

_____
Date

*Elizabeth S. Wrenn-Estes*

Beth Wrenn-Estes
Business Manager
California Library Association
2016-2017 Agreement Year