Request for Expression of Interest
Gulargambone Library Service

Coonamble Shire Council is a member of North Western Library Service (NWLS). NWLS includes the Shires of Warren, Bogan, Gilgandra and Coonamble. This service offers lending collections including books, magazines, DVDs and talking books and research collections.

Coonamble Library is located next to the Council Administration Building in Castlereagh Street, Coonamble. Gulargambone and Quambone also host a library and a library service.

Expressions of interest are requested from suitable organisations or groups for the operation of the Gulargambone Library service for period 1st July 2017 – 30 June 2020. The services to be provided will include:

- Operation of Gulargambone Library for 24 hours per week.
    - Currently the service is provided from Wednesday to Saturday – hours of operation are 10.00 a.m. to 1.00 p.m., with an additional opening on Friday from 2.00 p.m. to 5.00 p.m.
- The service will be conducted from the War Memorial Hall, Gulargambone.
- Operation in accordance with NWLS procedures (including collection of fines) and Coonamble Shire Council Library Procedure clauses 1 – 19 and 21.
- Operate under the direction of Coonamble Shire Librarian in delivering outcomes linked to Coonamble Shire Council's Operational Plan & Delivery Program.
- Coonamble Shire Council will maintain the building and the equipment (including computers, air conditioning and fax machine) run out of the Library.
- The successful operator will be responsible for supplying any consumables used by the business machines, such as toner, paper etc
- The successful operator must ensure that any items requested by any of the branches of the NWLS are delivered to that branch within seven days of the request by either:
    - Posting directly to the requesting branch at own expense or;
    - Sending to Coonamble Library within the seven day timeframe who will then forward the item to the requesting branch.
- Be responsible for the distribution of the key to the Gulargambone Library and, should it be lost, purchase another key at own expense

Expression of Interest

1. Organisation/ group name	
2. Legal status of entity	
3. Postal address	
4. Contact Person	
5. Telephone number of contact person	
6. Email address of contact person	
7. Position in organisation	
8. Intended hours/times of operation	• Wednesday, Thursday, Friday, Saturday–10.00 a.m. to 1.00 p.m., • Friday 2.00 p.m. to 5.00 p.m.
9. Community Knowledge: Please outline your established ties to the Gulargambone community:	

10. Relative experience: Please outline the organisation's relevant experience in venue management, service delivery, customer service or related areas.	
11. Other information This can include individual attributes of members of your group or other relevant information.	
12. Fee for service (per annum)	$

Signed …..……..…….. on behalf of …….
(organisation)

Name of signatory……..……. (please print)

Dated……