

SERVICES FOR NON-MEMBERS POLICY

Intent

To further the strategic goals and support the values of the organization, the Board of The Alberta Library is interested in pursuing opportunities to provide contractual services to non-member organizations.

Policy

1. This policy applies to organizations who are ineligible for TAL membership.
2. The charge to non-members for accessing TAL services will be full-cost recovery, at minimum, and provide a net benefit to TAL to ensure that members do not suffer negative consequences.
3. The Finance Manager will calculate a cost recovery rate per hour each year based on the approved Operating Fund budget (combined direct labor rate per hour + overhead rate per hour).
4. Non-members may be assessed an initial set-up fee to access any TAL service (hours x cost recovery rate/hour).
5. For licensing services, a service fee based on the cost of licenses may also be charged.

RELATED DOCUMENTS

- *Membership Policy*

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