

Cooperation Agreement in professional exchange

Adapted model based on Swiss -U.S. Librarian Exchange Opportunity between Swiss Library Association (BBS) and the ALA International Relations Office (IRO)
<http://www.ala.org/ala/mgrps/rts/irrt/irrtcommittees/irrtintlexc/swissuslibrarian.cfm>

The **library of...** and the **library of...** agree to facilitate the professional exchange between the staff of both libraries to share expertise with each other.

- The receiving library agrees to:
 - organize the work schedule of the visit by reaching an agreement on the expectations of both sides in providing for from one half to a full day's visit in each institution depending on its size and on the interests of the visitor(s).
 - help if necessary to reserve hotels and arrange transportation
 - release basic information about health and professional insurances.
- The language for the exchange is the English or the official language according to receiver country.
- The costs of the visit are at the expense of the participant(s). It would be desirable that the participating institution considers these visits, at the very least, as work days.
- It's necessary to agree a maximum period of the exchange.

By signature of the undersigned this agreement becomes effective immediately

Agreement date

Representative of the Library one

Representative of the Library two