#### TD Summer Reading Club StoryWalk® Letter of Agreement 2023

Please complete the letter of agreement and email it to yourregional/provincial/territorial coordinator (if you are ordering the kit as a group) or to Ashley-Ann Brooks at clubtd‑tdclub@bac-lac.gc.ca (if you are ordering as an individual library branch) **before March 13, 2023.**

**Letter of Agreement Regarding the Use of Materials**

**Name of library (system):** Click or tap here to enter text.

Our library (system) agrees to:

* Not reproduce StoryWalk® materials
* Use the 2023 StoryWalk® panels only from June 12 to September 4, 2023, in accordance with the licensing agreements with the publisher of this year’s story
* Follow the official TD Summer Reading Club brand guidelines in promotional material and for public relations (letters, articles, leaflets, marketing, online and print media)

I agree to these conditions, and I agree to monitor the 2023 StoryWalk® program.

**Name:** Click or tap here to enter text.

**Signature:** Click or tap here to enter text. **Date:** Click or tap here to enter text.

**Phone number:** Click or tap here to enter text.

**Email:** Click or tap here to enter text.

**Eligibility criteria:**

1. Is your library registered to receive promotional print material and offer the 2023 TD Summer Reading Club? Yes [ ]  No[ ]

2. Has your library/library system completed and submitted its 2022 statistics and evaluation link sent by the 3rd party company Maru/Blue? Yes [ ]  No [ ]  Not applicable [ ]

**Number of StoryWalk**® **Kits: *Treasure* by Mireille Messier**

|  |  |
| --- | --- |
| **Number of Kits\*** | **Kit Language** |
|  | Bilingual  |
|  | English  |
|  | French  |

\*We are trying our best to accommodate everyone. However, as a result of high demand, you may not receive as many kits as you request. Some branch-to-branch sharing may be necessary. We will let you know in advance if this is the case.

 Shipping Address

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of Library/Library System receiving the order** | **Contact Person** | **Phone** **Number** | **Delivery****Address (complete delivery address)** | **Notes (include details such as side door, closed on Mondays, etc.)** | **Email** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

\*Please note that, if the shipping location is not able to receive packages during regular delivery hours, the package may need to be picked up at the shipper’s depot.

**Participating Branches**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of Branch** | **Contact Person** | **Phone** **Number** | **Delivery****Address** | **Notes** | **Email** |
| Smith Street Library | Mary Johnson | XXX-XXX-XXXX | 101 Front Street Storyville, BC K1A 2A7 | Please call before delivery | mary.john@storyville.ca |
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**TD Summer Reading Club (TDSRC) StoryWalk® FAQs**

Here are the answers to some of your best questions to help you make the most of the StoryWalk**®** kit.

* **Is shipping free?** Yes, the cost of shipping the kits is covered by the TDSRC program.
* **Can we keep the StoryWalk® kit?** Yes! We hope you will reuse the stands again for a future TDSRC StoryWalk**®** program. Panels can be repurposed (removing or covering the image) or recycled.
* **Must we keep the StoryWalk® up from June 12 to September 4, 2023?** No, just for however long it makes sense in your community. You cannot exceed these dates because of our licencing agreement with the book publisher.
* **How do we share the StoryWalk® between branches?** You can partner with a nearby branch and each display the story for a period of time over the summer. Consider registering together or through your regional/provincial/territorial coordinator.
* **How can I safely clean the panels to disinfect them?** Fill a spray bottle with water and add a few drops of liquid dish soap. This will be enough to clean the surfaces without removing the ink from the panels. Don’t use an alcohol-based cleaner!
* **How do we protect our StoryWalk® panels?** The panels will stand up to weather. But, depending on your situation, you may want to bring them in at night.
* **What happens in case of damage or loss?** We will have a few extras on hand in case you need a replacement panel or stand, but quantities are limited. Please reach out to Ashley-ann.brooks@bac-lac.gc.ca.
* **Is there promotional material available to advertise StoryWalk®?** Yes, a promotional image will be available on the [staff website](https://www.tdsummerreadingclub.ca/staff/home).
* **Can we place the StoryWalk® panels anywhere, or do they have to be beside the library?** Whatever makes sense for your community works. Be it in a park, along a community trail, inside the library, or in a playground, place StoryWalk**®** panels where they will be enjoyed.
* **Will there be #hashtags for sharing on social media?** We will make sure to promote the program on social media so that your visitors can post photos. Our hashtags will be #TDSRCStoryWalk and #CLETDSentiersDesContes.