



F06 CONFIGURED SUPPORTING DOCUMENT

## Library Partnership Guide

A controlled, editable working derivative for M-T1-CP-17-SD-02.  
Complete local facts, approvals and operational evidence before  
use.

**Release truth.** This file is configured for substantive review. It is not approved for public distribution or operational use.  
Local law, insurance, safeguarding, accessibility, privacy, brand, rights and accountable-owner checks remain mandatory.

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## Release control

| Field                            | Controlled value                                                                                                     |
|----------------------------------|----------------------------------------------------------------------------------------------------------------------|
| Status                           | <b>REVIEW — configured operational guide; library permission and applicable specialist review required</b>           |
| Supporting-document code         | M-T1-CP-17-SD-02                                                                                                     |
| Exact derivative title           | Library Partnership Guide                                                                                            |
| Source initiative                | M-T1-CP-17 - Library Rotary Information Displays                                                                     |
| Source initiative code           | M-T1-CP-17                                                                                                           |
| Source initiative title          | Library Rotary Information Displays                                                                                  |
| Initiative disposition           | Absorbed as overlay                                                                                                  |
| Canonical parent                 | M-T1-CP-04 - Pop-Up Rotary Displays                                                                                  |
| Canonical parent code and title  | M-T1-CP-04 - Pop-Up Rotary Displays                                                                                  |
| Named overlay or migration label | Library Display                                                                                                      |
| Redirect or tombstone route      | Permanent overlay alias from M-T1-CP-17 to M-T1-CP-04; retain M-T1-CP-17-SD-02 as the stable asset code              |
| Family master                    | Playbook_F06_Partnership_Proposal_Agreement_Master.md                                                                |
| Family / master version          | F06 / 1.0                                                                                                            |
| Recorded master SHA-256          | fa016ad4e5a11f96056499ddcd2cc6c5461c156b6d48068d783ddc98600e49e7                                                     |
| Authoritative index              | Playbook_Supporting_Documents_Master_Index.md v1.1                                                                   |
| Configured master variant        | M-T1-CP-17-SD-02 exact overlay — discovery, display permission and operational brief with Master E/F escalation gate |
| Derivative version               | v0.1                                                                                                                 |

### OPERATIONAL DRAFT — NOT A LIBRARY APPROVAL OR LEGAL AGREEMENT

A simple approved display permission/operational brief may be sufficient for a low-risk display. If either party undertakes material obligations, exchanges value, shares data, licenses intellectual property, assumes material risk or requires formal rights, stop and use a counsel-reviewed F06 term sheet/agreement route.

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## Adaptation note

For library managers, programming/community-engagement leads and relevant facilities/communications staff. Establish a respectful, maintainable pathway for a Rotary information display. Confirm the library-approved community-information purpose, audience, site, format, accessibility, content-neutrality, cultural/child-youth,

fire/facilities and safety requirements; content and mark approvals; display period; inspection, replenishment, cleaning, repair and removal; public contact/data boundary; complaint/correction and urgent-removal routes.

## Instructions

1. Use only as the Library Display overlay under the canonical Pop-Up Rotary Displays initiative; keep the CP-17 asset code.
2. Begin with a no-commitment discovery conversation. Verify the library entity, decision-maker, facilities/content reviewers and authority to approve the display.
3. Prefer a low-risk public information route that collects no personal data. If a QR opens a response form, invoke FO5 privacy/consent controls and show a human-readable URL.
4. Use only approved District 9510 and library assets. Every image, quotation, project claim, translation and third-party mark needs source/rights evidence.
5. Do not install, affix, replenish, photograph, promote or collect data until the written permission/operational record is complete.
6. Inspect and maintain the display through named owners and dates. Remove expired, damaged, incorrect or unapproved content promptly.
7. Apply the escalation decision before issue; where material obligations/rights exist, obtain qualified local legal review.

## Controlled fields

| Field                                     | Completion instruction                                                                                     | Evidence                       |
|-------------------------------------------|------------------------------------------------------------------------------------------------------------|--------------------------------|
| {{ROTARY_ENTITY}} / {{ROTARY_LEAD}}       | Enter the accountable Rotary entity and authorised display owner.                                          | Initiative/governance approval |
| {{LIBRARY_ENTITY}} / {{LIBRARY_LEAD}}     | Enter the verified library entity and authorised approval contact.                                         | Library confirmation           |
| {{DISPLAY_NAME}}                          | Enter the approved public display title.                                                                   | Content/brand approval         |
| {{COMMUNITY_PURPOSE_AND_AUDIENCE}}        | State the library-approved information purpose and audience.                                               | Discovery/permission record    |
| {{SITE_AND_LOCATION}}                     | State building, zone, fixture and precise approved placement.                                              | Facilities approval            |
| {{FORMATS_SIZES_AND_MATERIALS}}           | List approved physical/digital formats, dimensions, substrates and quantities.                             | Library production rules       |
| {{INSTALLATION_METHOD}}                   | State who installs, approved fixing method, equipment, timing and facilities supervision.                  | Facilities/safety approval     |
| {{ACCESS_LANGUAGE_AND_INCLUSION}}         | State reading height, reach, contrast, type, language, plain-language and alternative-format requirements. | Accessibility/library review   |
| {{CONTENT_NEUTRALITY_AND_CULTURAL_RULES}} | State library policy, cultural/community sensitivity and child/youth content boundaries.                   | Library policy/content review  |
| {{APPROVED_CONTENT}}                      | List exact approved copy, claims, dates, images, brochures and version IDs.                                | Content approval/fact ledger   |

| Field                                              | Completion instruction                                                                                 | Evidence                            |
|----------------------------------------------------|--------------------------------------------------------------------------------------------------------|-------------------------------------|
| {{BRAND_AND_RIGHTS}}                               | List approved marks, images, credits, licences and proof routes.                                       | Brand asset/rights registers        |
| {{QR_AND_LINK_ROUTE}}                              | State whether QR/data capture is allowed, exact destination, visible URL and validation evidence.      | Library/privacy/digital review      |
| {{DISPLAY_START}} / {{DISPLAY_END}}                | Enter approved installation, public and removal dates/times.                                           | Library booking/permission          |
| {{INSPECTION_AND_MAINTENANCE}}                     | State inspection cadence, cleaning, replenishment, repair, version check and owners.                   | Operational plan                    |
| {{PUBLIC_CONTACT_ROUTE}}                           | Enter approved public Rotary/library enquiry routes.                                                   | Contact approval                    |
| {{COMPLAINT_CORRECTION_AND_REMOVAL}}               | State ordinary and urgent complaint, correction, damage and removal processes.                         | Library/communications plan         |
| {{SAFETY_FIRE_AND_FACILITIES}}                     | State confirmed fire, egress, trip, fixture, material, electrical and stop-work controls.              | Facilities/safety review            |
| {{NO_ENDORSEMENT_WORDING}}                         | Enter library-approved wording where required.                                                         | Library/legal/communications review |
| {{CLOSEOUT_AND_RECORDS}}                           | State removal, asset return/disposal, evidence, link closure and record retention.                     | Close-out/records plan              |
| {{LEGAL_ESCALATION_DECISION}}                      | Record “simple permission sufficient” or the counsel-reviewed instrument required, with approver/date. | Governance/legal review             |
| {{VERSION_ID}} / {{APPROVAL_DATE}} / {{REVIEWERS}} | Enter controlled guide version, approval date and reviewers.                                           | Document register                   |

## Configured discovery record

**Asset:** M-T1-CP-17-SD-02 — Library Partnership Guide **Version:** {{VERSION\_ID}} **Review date:** {{APPROVAL\_DATE}} **Reviewers:** {{REVIEWERS}}

| Discovery question                                                                                         | Library-approved answer / evidence                                                                                 | Owner            | Decision due |
|------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|------------------|--------------|
| What community-information purpose and audience does the library approve?                                  | {{COMMUNITY_PURPOSE_AND_AUDIENCE}}                                                                                 | {{LIBRARY_LEAD}} |              |
| Which site, location, formats, sizes, materials and installation methods are permitted?                    | {{SITE_AND_LOCATION}};<br>{{FORMATS_SIZES_AND_MATERIALS}};<br>{{INSTALLATION_METHOD}}                              |                  |              |
| What access, language, content-neutrality, cultural, child/youth, fire, facilities and safety rules apply? | {{ACCESS_LANGUAGE_AND_INCLUSION}};<br>{{CONTENT_NEUTRALITY_AND_CULTURAL_RULES}};<br>{{SAFETY_FIRE_AND_FACILITIES}} |                  |              |

| Discovery question                                                                            | Library-approved answer / evidence                                      | Owner | Decision due |
|-----------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|-------|--------------|
| Who approves copy, claims, images, translations, QR destinations and marks?                   | {{BRAND_AND_RIGHTS}}                                                    |       |              |
| What display period, inspection, cleaning, replenishment, repair and removal process applies? | {{DISPLAY_START}} to {{DISPLAY_END}};<br>{{INSPECTION_AND_MAINTENANCE}} |       |              |
| Are public contact details or data capture allowed?                                           | {{QR_AND_LINK_ROUTE}}; {{PUBLIC_CONTACT_ROUTE}}                         |       |              |
| How are complaints, corrections, damage and urgent removal handled?                           | {{COMPLAINT_CORRECTION_AND_REMOVAL}}                                    |       |              |
| Is simple permission sufficient, or is a reviewed instrument required?                        | {{LEGAL_ESCALATION_DECISION}}                                           |       |              |

## Configured written display permission and operational brief

### 1. Parties and status

{{ROTARY\_ENTITY}} and {{LIBRARY\_ENTITY}} record the approved operational arrangements for **{{DISPLAY\_NAME}}**. Rotary lead: {{ROTARY\_LEAD}}. Library lead: {{LIBRARY\_LEAD}}.

This brief records permission and responsibilities only to the extent approved by the library and Rotary. Its escalation decision is {{LEGAL\_ESCALATION\_DECISION}}.

### 2. Community-information purpose

{{COMMUNITY\_PURPOSE\_AND\_AUDIENCE}}

Required no-implied-endorsement wording: {{NO\_ENDORSEMENT\_WORDING}}

### 3. Site, format and installation

- **Approved site/location:** {{SITE\_AND\_LOCATION}}
- **Formats, sizes, materials and quantities:** {{FORMATS\_SIZES\_AND\_MATERIALS}}
- **Installation method, owner and timing:** {{INSTALLATION\_METHOD}}
- **Safety, fire and facilities controls:** {{SAFETY\_FIRE\_AND\_FACILITIES}}

No installation method, fixture, material or electrical item may be substituted without library facilities approval.

### 4. Approved content, access, brand and rights

- **Exact approved content/versions:** {{APPROVED\_CONTENT}}
- **Access, language and inclusion:** {{ACCESS\_LANGUAGE\_AND\_INCLUSION}}
- **Content-neutrality, cultural and child/youth rules:** {{CONTENT\_NEUTRALITY\_AND\_CULTURAL\_RULES}}
- **Marks, images, credits and rights:** {{BRAND\_AND\_RIGHTS}}

Essential information must remain readable as text. Claims, dates, contacts and links require a versioned fact check.

## 5. QR, links, public contact and data boundary

- **QR/link permission and tested route:** {{QR\_AND\_LINK\_ROUTE}}
- **Approved public contact:** {{PUBLIC\_CONTACT\_ROUTE}}

The default is a public information route with no personal-data collection. If an approved QR opens a response form, the display must show a visible human-readable URL and the linked form must pass FO5 notice, consent, access, retention and correction controls before publication.

## 6. Display period and maintenance

- **Install/start:** {{DISPLAY\_START}}
- **End/removal:** {{DISPLAY\_END}}
- **Inspection, cleaning, replenishment, repair and version checks:** {{INSPECTION\_AND\_MAINTENANCE}}

Brochures may be replenished only by the approved owner and to the approved version/quantity.

## 7. Complaints, corrections, urgent removal and close-out

- **Complaint, correction, damage and urgent-removal route:** {{COMPLAINT\_CORRECTION\_AND\_REMOVAL}}
- **Close-out, asset/data/link and records treatment:** {{CLOSEOUT\_AND\_RECORDS}}

The library's urgent safety, facilities or content removal instruction takes effect through the approved route. The Rotary owner records removal and follow-up without disputing it at the display site.

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## Content and maintenance register

| Item/version | Exact location | Source/rights record | Library content approval | Rotary brand/fact approval | Install date | Inspection cadence | Replenishment/repair owner | Remove date/status |
|--------------|----------------|----------------------|--------------------------|----------------------------|--------------|--------------------|----------------------------|--------------------|
|              |                |                      |                          |                            |              |                    |                            |                    |

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## QR and link validation record

| Test                                                          | Evidence/date | Result                       | Owner |
|---------------------------------------------------------------|---------------|------------------------------|-------|
| Correct approved destination and entity                       |               | Pass / Fail                  |       |
| Visible human-readable URL                                    |               | Pass / Fail                  |       |
| Privacy notice before personal-data submission, if applicable |               | Pass / Fail / Not applicable |       |
| Anonymous/private-browser access                              |               | Pass / Fail                  |       |
| Mobile and keyboard use                                       |               | Pass / Fail                  |       |
| Final-size printed QR scan                                    |               | Pass / Fail                  |       |
| Contact, correction and preference routes                     |               | Pass / Fail / Not applicable |       |
| Recheck before opening and after destination change           |               | Pass / Fail                  |       |

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## Legal-instrument escalation gate

| Trigger                                                                   | No                       | Yes — required action                                                      |
|---------------------------------------------------------------------------|--------------------------|----------------------------------------------------------------------------|
| Material cash/in-kind exchange or cost commitment                         | <input type="checkbox"/> | <input type="checkbox"/> Stop; finance and legal review                    |
| Personal/confidential data collection, access or sharing                  | <input type="checkbox"/> | <input type="checkbox"/> Stop; F05, privacy/security and legal review      |
| IP licence, content ownership, mark rights or formal publicity obligation | <input type="checkbox"/> | <input type="checkbox"/> Stop; rights/brand and legal review               |
| Material safety/insurance/risk allocation or indemnity request            | <input type="checkbox"/> | <input type="checkbox"/> Stop; risk/insurance and legal review             |
| Formal exclusivity, endorsement, term, dispute or termination rights      | <input type="checkbox"/> | <input type="checkbox"/> Stop; Master E/F and qualified local legal review |

**Recorded decision:** {{LEGAL\_ESCALATION\_DECISION}}

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## Release and close-out checklist

- ☐ CP-17 is treated as the Library Display overlay under CP-04.
  - ☐ Correct library entity, decision-maker, facilities/content reviewers and authority are verified.
  - ☐ Purpose, audience, site, format, materials, installation and display period have written approval.
  - ☐ Accessibility, language, content-neutrality, cultural/child-youth, fire, facilities and safety controls pass.
  - ☐ Exact copy, claims, images, translations, marks and rights are versioned and approved.
  - ☐ QR/data decision, visible URL, privacy route and final-size link tests pass where applicable.
  - ☐ Inspection, replenishment, cleaning, repair, correction, urgent removal and close-out have named owners.
  - ☐ No public list, unapproved form or hidden personal-data capture is connected to the display.
  - ☐ No-implied-endorsement wording is used where required.
  - ☐ Legal escalation triggers are completed and the decision is approved/evidenced.
  - ☐ The installed display matches the approved proof and contains no unresolved controlled fields.
  - ☐ Removal, asset disposition, link closure and final evidence are recorded at {{DISPLAY\_END}}.
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## Review record

| Review domain                           | Reviewer | Outcome / required change | Date |
|-----------------------------------------|----------|---------------------------|------|
| Canonical overlay and library authority |          |                           |      |
| Facilities, safety and maintenance      |          |                           |      |
| Accessibility, language and inclusion   |          |                           |      |
| Content, brand, facts and rights        |          |                           |      |
| Privacy, QR, links and contact route    |          |                           |      |
| Legal-instrument escalation decision    |          |                           |      |
| Final operational approval              |          |                           |      |