



October 13, 2026

Board of Supervisors
Kern County Administrative Center
1115 Truxtun Avenue
Bakersfield, CA 93301

**REQUEST FOR RETROACTIVE APPROVAL OF PROPOSED AGREEMENT
WITH CALIFORNIA STATE UNIVERSITY BAKERSFIELD (CSUB) FOR SERVICE
LEARNING AND ACADEMIC INTERNSHIPS WITH THE KERN COUNTY LIBRARY
(Fiscal Impact: None)**

The Kern County Library (KCL) is requesting your Board retroactively approve the proposed service-learning and academic internship agreement with California State University Bakersfield, to accept the service learning and academic interns volunteering at the Kern County Library. The term of the agreement will remain effective from September 15, 2026 until September 14, 2029. The retroactive request is due to the approval process between the two institutions taking longer than anticipated, resulting in a delay in completing the necessary reviews and bringing the agreement forward for Board approval.

The purpose of this agreement is to provide students with practical learning opportunities through service-learning and academic internships at Kern County Library. The Library is responsible for assigning a supervisor, providing orientation, training, equipment, a safe work area, and clear information about student duties. The Library must also monitor student progress, verify service hours, follow required safety and confidentiality procedures, and notify the University of injuries, misconduct, or other concerns. Students will not be asked to provide transportation as part of their duties.

The University is responsible for preparing students to meet the Library's requirements, including completing required training, acting professionally and ethically, completing assigned work, following Library rules, and protecting confidential information. The University will provide the required liability insurance when the agreement is signed by both parties, while both parties must maintain the required insurance coverage. The agreement may be terminated with 30 days' written notice. The Library may dismiss a student for violating its standards or goals but must document the reason and provide it to the University within 48 hours.

County Counsel has approved the agreement as to form. The County Administrative Office concurs with this request.

Therefore, IT IS RECOMMENDED that your Board retroactively approve the Service-Learning and Internship Agreement with California State University Bakersfield; to accept the service learning and academic interns at the Kern County Library and authorize the Director of Libraries to sign the agreement.

Sincerely,

A handwritten signature in blue ink that reads "Andie Sullivan".

Andie Sullivan,
Director of Libraries

cc: CAO
County Counsel



Service-Learning and Internship Agreement

edited for Kern County Library

The following agreement is established for the purpose of creating applied learning experiences for students. This includes service learning and academic internships.

This agreement ("Agreement") is between the Trustees of the California State University on behalf of **California State University, Bakersfield ("University")** and **Kern County Library ("Learning Site")**. In consideration of the mutual promises set forth below, the University and Learning Site ("parties") agree as follows:

I. Learning Site's Responsibilities

- A. Identify the student's supervisor. The supervisor agrees to meet with the student regularly to facilitate the student's learning experience, provide support, review progress on assigned tasks, verify service hours and give feedback.
- B. Provide an orientation that includes a site tour; an introduction to staff; a description of the characteristics of and risks associated with the Learning Site's operations, services and/or clients; a discussion concerning safety policies and emergency procedures; and information detailing where students check-in and how they log their time.
- C. Provide student with a written description of the student's tasks and responsibilities.
- D. Provide appropriate training, equipment, materials and work area for students prior to students performing assigned tasks or working with the Learning Site's clients.
- E. Inform student of the need for a background check, fingerprinting and/or a tuberculosis test; obtain the student's fingerprints, background check and/or tuberculosis test; and maintain the confidentiality of any results as required by federal and state law.
- F. Evaluate the student if requested by the University and contact the University if the student fails to perform assigned tasks or engages in misconduct.
- G. Notify the University as soon as is reasonably possible of any injury or illness to a student participating in a learning activity at the Learning Site.
- H. The learning site will not request transportation assistance from students. Students are not to provide transportation as part of the internship/service learning duties.

II. University's Responsibilities

- A. The University will advise the student(s) of their responsibility to:
 - 1. Participate in all training required by the Learning Site.
 - 2. Exhibit professional, ethical and appropriate behavior when at the Learning Site.



3. Complete all assigned tasks and responsibilities in a timely and efficient manner.
 4. Abide by the Learning Site's rules and standards of conduct.
 5. Maintain the confidentiality of the Learning Site's proprietary information, records and information concerning its clients.
- B. The University will advise student that neither the University nor the Learning Site assumes any financial responsibility in the event he/she is injured or becomes ill as a result of his/her participation a learning activity at the Learning Site.
- C. Provide the student with general and professional liability insurance in the amount of \$1,000,000 per occurrence, \$2,000,000 general aggregate. This insurance only applies if both parties have signed this Agreement.

III. General Provisions

- A. This Agreement will become effective as of Sept 15, 2026, and terminate on Sept 14, 2029, unless terminated by either party after giving the other party 30 days written notice of the intent to terminate. If the Learning Site terminates this Agreement, it will permit any student working at the Learning Site at the time of termination to complete his/her work. At the termination date the agreement can be renewed once it has been reviewed, updated as applicable and executed by the appropriate parties.
- B. The Learning Site and the University agree to indemnify, defend and hold harmless each other from any and all liability for any personal injury, damages, wrongful death or other losses and costs, including but not limited to reasonable attorney fees and defense costs, arising out of the gross negligence or willful misconduct of their respective officers, employees, agents or volunteers in the performance of this Agreement. This paragraph will survive expiration or termination of this Agreement.
- C. Each party shall maintain general liability coverage of not less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate. The County may satisfy this requirement through its legally authorized self-insurance program. Upon request, each party shall provide reasonable evidence of its insurance coverage or self-insured status.
- D. The Learning Site and the University will meet upon request or as necessary to resolve any potential conflicts and to facilitate a mutually beneficial experience for all involved.
- E. The Learning Site may dismiss a student if the student violates its standards, mission or goals. The Learning Site will document its rationale for terminating a student and provide the University with a copy of the rationale within 48 hours of the dismissal.
- F. Students participating in a learning activity at the Learning Site are not officers, employees, agents or volunteers of the University or the Learning Site.
- G. Nothing contained in this Agreement confers on either party the right to use the other party's name without prior written permission, or constitutes an endorsement of any commercial product or service by the University.
- H. This Agreement may not be altered unless both parties agree in writing. The parties agree to follow all applicable federal, state and local laws and regulations, including but not limited to laws prohibiting discrimination and harassment.
- I. Governing Law. The validity, interpretation, and performance of the Agreement shall be governed by and construed in accordance with the laws of the State of California.



CSU Bakersfield

J. Any notices required by this Agreement will be deemed to have been duly given if communicated to the following individuals:

LEARNING SITE:

UNIVERSITY:

Joshua St. John
Employee Relations Coordinator
661-654-2116
jst-john@csub.edu

Alexandra Martinez
661-868-0712
alex.martinez@kernlibrary.org

IN WITNESS WHEREOF, this Agreement has been executed by the parties as of the date last written below.

CALIFORNIA STATE UNIVERSITY, BAKERSFIELD

KERN COUNTY LIBRARY

By: _____
Authorized Signature Date

By: _____
Authorized Signature Date

Marina Manzano, Chief Procurement Officer
Printed Name & Title

Andie Sullivan, Director of Libraries
Printed Name & Title