



SCOPE OF SERVICES FORM

This Scope of Services is an integral part of this contract between the **County of Durham** (“County”), and **OVERDRIVE, INC.** (“Contractor”), which contract is dated July 1, 2026. Contractor agrees to provide services and/or materials pursuant to the provisions set forth below.

I. Background/Purpose:

Contractor will provide Durham County Library digital books, digital audiobooks, digital magazines and digital streaming content. Contractor will provide a website and digital application to host that content and to make it accessible to customers of Durham County Library.

II. References:

The following documents are incorporated herein by reference to them:

Letter of January 16, 2026, describing contractor’s services

III. Work/Requirements: The Contractor shall provide the necessary labor, security, permits and safety measures as required to perform the following:

Contractor will maintain online platform for Library-acquired content and allow access to that content through any applications the Contractor maintains. Vendor will add Library-acquired content to the platform within 24 hours of purchase.

IV. Schedules/Timelines:

The term of the contract is from July 1, 2026, through June 30, 2030.

V. Transmittal/Delivery/Accessibility:

Contractor will make reports available to Library staff through its online purchasing portal and will create reports for the Library on an as-needed basis.

Contractor can contact the Library at

Durham County Library
Attn: Stephen Zibrat
szibrat@dconc.gov
300 North Roxboro Street
Durham, NC 27701

VI. Payment:

County will pay \$12,000.00 to Contractor as a service fee.

County will purchase up to \$638,000.00 in content from Contractor.

Invoices will be paid net 30 days. Invoices shall be delivered to the Library electronically. After review, Library staff will forward invoices to the County's designated representative for review and payment.