

<p style="text-align: center;">MIDLOTHIAN PUBLIC LIBRARY COMMUNITY PARTNERSHIPS POLICY</p>

I. DEFINITIONS

- A. A **partner** is an institution, organization, or individual that collaborates with the Library to provide programs, resources, and/or services to the public in ways that are mutually beneficial to, and in support of, the missions of both the Library and the partner, without the exchange of money.
- B. A **partnership** is the working together of institutions, organizations, or individuals in an effort to accomplish a common goal with a shared sense of purpose and responsibility for the outcome. A partnership may be limited to a one-time event or ongoing over time.

II. PURPOSE

The purpose of community partnerships is to serve the needs of the community more effectively than either the Library or its partners could do working alone. Through community partnerships, the Library strives to support its mission by connecting the community to resources that meet its needs. At times, community partnerships may make available Library resources to individuals who may not have access to the Library building; at other times, they may make available the resources of partners to individuals who may not have access to the physical locations where those partners principally operate. In addition, community partnerships enable the Library to share its resources, educational materials, and staff skills in support of our partners' service to our community, just as they enhance the Library's service to the community by connecting our patrons to the resources, educational materials, and staff skills our partners offer.

III. SELECTION OF PARTNERS

The library will consider the following criteria in choosing community partners:

- A. Geographic proximity to Midlothian and relevance of the partner's mission to the needs of the Midlothian community.
- B. Partner's documented status as a 501(c)(3) nonprofit organization or governmental entity.
- C. Reputation of the partner, based on factors such as length of time in existence, success of past projects, makeup of the entity's board of directors, professional references from other organizations, professionalism of the partner's website and promotional materials, etc.

<p style="text-align:center">MIDLOTHIAN PUBLIC LIBRARY COMMUNITY PARTNERSHIPS POLICY</p>
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- D. For partnerships that may result in the referral of library patrons to the partner for social services, the partner's services must be provided free, on a sliding scale, or by payment through Medicaid.

IV. SCOPE OF ACTIVITIES

Activities which the Library may engage with community partners include (but are not limited to):

- A. Hosting partners to present educational and informational programs at the Library, per the terms of the Library's Programming Policy.
- B. Sending library staff to present educational and informational programs or host informational tables at partners' locations and events.
- C. Providing Library space for partner staff to host informational tables or to meet with community members for the purpose of connecting them to social services or other resources provided by the partner.
- D. Dissemination of the partners' informational materials by the Library or the Library's informational materials by the partner. The Library's distribution of partners' print materials will comply with the Library's Displays, Exhibits and Sign Policy. Dissemination of the partner's informational materials by the Library's social media accounts will comply with the Library's Social Media Policy. The websites of community partners who strongly meet the selection criteria in section III of this policy may also be linked to the Community Resources page of the Library's website.

The library reserves the right to decline to participate in any activity proposed by the partner if staff capacity is not available or if the activity does not sufficiently align with the purpose of Library partnerships as described in section II above.

V. LIBRARY SPONSORSHIP OF PARTNER ACTIVITIES

- A. If partners strongly meet the selection criteria listed in section III of this policy, the Library will strive, whenever possible, to sponsor the programs or services of our partners that occur in our building. Library sponsorship means that the library will advertise these activities in its publicity materials and hold these activities to the requirements outlined in the Library's Programming Policy. If such events are not scheduled within enough time to incorporate these activities into the Library's publicity cycle, these activities may be approved as uses of Library space under the requirements of Library's Meeting Room Policy. In these cases, the Library may

<p style="text-align: center;">MIDLOTHIAN PUBLIC LIBRARY COMMUNITY PARTNERSHIPS POLICY</p>
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pursue opportunities to sponsor activities by the partner with more advance notice at a later date.

- B. If partners only partially meet the criteria in section III but meet the requirements to use library space under our Meeting Room Policy, they may be approved to use library space under the conditions of the Meeting Room Policy. These uses will not be considered library sponsored events.

VI. COMMUNICATION

- A. Initial inquiries from potential partners should be referred to the Librarian for the age group the partner primarily serves, the Public Services Manager, or the Library Director. All of the above are encouraged to pursue exploratory conversations with potential partners.
- B. Approval of community partnerships will be made by the Public Services Manager or the Library Director in consultation with the Librarian for the age group the partner primarily serves. If the partner serves multiple age groups, multiple Librarians will be consulted. If the Library Director approves the partnership, the Public Services Manager will also be consulted.
- C. If another Manager receives an Application for Meeting Room Use by a group that they judge to be worth considering as a potential partner, they will bring this applicant to the attention of the Public Services Manager or Library Director, and exploratory conversations may be handled as described above in section VI.A.

VII. TERMINATION

- A. The Library reserves the right to end any partnership if the partner no longer adequately meets the criteria outlined in section III or their activities no longer sufficiently align with the purpose of Library partnerships as described in section II above. The Library will make a good faith effort to give partners advance notice of intent to terminate the partnership that is adequate for their planning purposes.
- B. The Library respects the right of any partner to end its partnership with the Library for any reason. The Library requests that partners make a good faith effort to give the Library advance notice of intent to terminate the partnership that is adequate for its planning purposes.

Adopted June 2022, Reviewed October 2023