

# Crook County Library

## Programming and Outreach Policy

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**Approved by the Library Board of Trustees on September 8, 2016**

Crook County Library presents programs and conducts outreach services that serve its mission to give everyone access to the joy of learning and discovery. These activities often are provided in cooperation with other private and public entities.

As part of the Library's role as an educational and cultural community center, programs and outreach are designed to meet the interests and needs of the community. Such activities help the Library meet information needs, educate, improve library collections, and recreation. The ultimate responsibility for selection of library programs and outreach rests with the Library Director or designees.

### Programs

Programs will reflect the Library's philosophy of free access to information and may represent a wide range of ideas and views. Library-sponsored programs generally are free and open to the public, though exceptions can be made by the Library Director or designee. Programs are not allowed to serve as a platform for generating income for any group or individual, other than funds for the Library, the Friends of the Crook County Library, or partnering nonprofit or governmental organizations whose purposes align with the Library's mission, vision, and values. Programs may be held in or out of Library facilities.

Products or services shall not be sold during presentations. Exceptions may be made for authors, performers, directors/producers, educators, and artists who present programs in cooperation with the Library. Those individuals may sell materials related to the presentation immediately before or after the program.

If appropriate, program materials may include names and information about partnering and sponsoring entities, including mentions in marketing efforts, promotional materials, program introductions, and materials distributed as part of the program. This does not constitute endorsement, merely acknowledgment.

### Outreach

Outreach efforts take staff outside of library facilities to provide services and programs to meet patrons where they live, work, shop, and play. Frequently, such opportunities aim to better serve patrons who are underserved by current library services or who have boundaries to accessing library facilities. Activities can include but are not limited to story times at schools and day cares, presentations to community groups, classes offered at senior facilities, providing checkout of materials to remote parts of the county, or programs offered in conjunction with other area organizations or businesses.

As part of outreach, staff may become involved in community organizations to learn about community needs and advocate for the library. In doing so, staff will abide by all relevant County policies regarding outside involvement. In selecting outreach activities, locations, partners, and community organizations, the Library primarily considers the needs and interests of the community.