

Caroline County Library

POLICY ON CO-SPONSORED PROGRAMS IN THE LIBRARY

Policy Statement

As part of its mission to meet the educational, informational, recreational, and cultural needs of the citizens of Caroline County, the Caroline County Library will partner with community organizations and agencies to develop and present programs. Program co-sponsorship allows the library to draw on community resources and expertise to enhance library programs, and to promote library resources and services to targeted groups in the community. The library gives priority to co-sponsored programs that promote literacy and reading, highlight and facilitate access to the library's collections and resources, and provide opportunities for cultural enrichment and lifelong learning.

Definition

A *co-sponsored program* is a planned public activity (other than a class visit, tour, or training session) for two or more people that is presented or sponsored by library staff in cooperation with one or more outside organizations or agencies. Co-sponsored programs may be presented for adults, young adults, and children.

Policy Regulations

The regulations below pertain specifically to co-sponsored programs. Please refer to the library's *Meeting Room Policy* for other general regulations pertaining to other programs and meetings held in the library. Regulations which are included in the *Meeting Room Policy* but not included here also apply to co-sponsored programs.

Planning of Co-Sponsored Programs

- Co-sponsored programs may be initiated by library staff or an outside organization, agency, or individual.
- Co-sponsorship requires involvement of library staff in the planning or presentation of a program.
- Financial support may constitute co-sponsorship of a program, with no other involvement by the sponsoring organization or agency.
- The library may co-sponsor programs with local or state government agencies, educational institutions, non-profit organizations, community organizations and clubs, and local businesses.
- Co-sponsored programs are usually presented at the library. However, co-sponsored programs may also be offered outside the library, depending on the availability of library staff.
- The library director may commit to co-sponsor a program.

Content of Co-Sponsored Programs

- Co-sponsored programs must conform to the above Policy Statement.

- No solicitation of business by co-sponsoring agencies or individuals will be allowed during co-sponsored programs.
- Co-sponsored programs will not be restricted to the members of a certain group, such as a school class or community organization. All programs will be open to the general public, with the following exceptions:
 - Children's programs may be limited by age range.
 - Some instructional programs may be limited to participants with previous training.
- All co-sponsored programs will be free.

Publicity for Co-Sponsored Programs

- Library staff will collaborate with co-sponsors to create publicity materials such as press releases, posters, and flyers.
- Library staff will promote co-sponsored programs via flyers, posters, library website, and library newsletters. Co-sponsors will promote co-sponsored programs to their own members or target audience.

Evaluation of Co-Sponsored Programs

- Statistics relating to number and type of co-sponsored programs, and the number of participants, will be compiled monthly by library staff. Statistics will be reported to the relevant state and local agencies. Statistics may also be reported to co-sponsoring agencies.
- Library staff may evaluate co-sponsored programs. Such evaluations will be conducted after a program or program series is completed, and completed by the staff in charge of the program and/or the staff who were in attendance at the program. Evaluations may be provided to co-sponsoring agencies.
- On occasion, program participants will be asked to evaluate co-sponsored programs, using evaluation forms developed by library staff. Evaluations will be handed out to participants at the conclusion of a program or program series.

Adopted by Caroline County Board of Supervisors January 14, 2020