

## **COMMUNITY PROFILES**

### **Policy Statement**

The library provides a database of community resources to provide information about the services of local organizations and agencies. Local organizations and agencies are an important source of information to residents.

### **Definition**

The Community Profiles database is an online database that is part of the library's integrated library system and catalog. Eligible organizations and agencies may provide information about their services, activities and events, as well as create connections to associated information resources in the library's catalog. Community information is searchable through the library's catalog.

Eligible organizations include nonprofit organizations and agencies engaged in educational, civic, recreational or cultural activities in Riley county and adjacent communities.

### **Regulations**

1. The minimum information required for an organization record is the name of the organization, organization representative name and contact information, and a description of the organization. Other information in the community profile record includes the organization's logo, calendar of events, map of location, services offered, and links to social media and the organization's website.
2. A Community Profile Representative card is required for agencies to access and edit their profiles online. Agencies are encouraged to apply for a Community Profile Representative card to take advantage of the full range of benefits of the Community Profiles database. These benefits include the ability to create connections to associated information in the library's catalog, such as content carousels, calendars, and a library catalog search box on their agency web page. The Community Profile Representative card does not include borrowing privileges.
3. Organizations may provide information about events, opportunities, and services that charge fees if the organization or agency offering them is non-profit and non-commercial.
4. Promotion or endorsement of products, services, religious or philosophical beliefs, political issues or political candidates does not meet the purpose of the community profiles database and are not part of this service.
5. Agencies are responsible for the information they provide. The Manhattan Public Library is not responsible for the accuracy of information provided by

participating organizations. However any organization providing intentionally inaccurate information will be deleted.

6. Manhattan Public Library reserves the right to delete any agency's profile if the agency is engaged in any illicit activity, or the profile fails to adhere to this policy.
7. Inclusion of an organization in the community profiles database does not imply Manhattan Public Library's endorsement of the services or views of that organization.

### **Guidelines**

1. Organizations interested in the community profiles database should contact Adult Services. Adult Services will solicit information from the agency, and prepare the initial record.
2. Organizations may register for a Community Profile Representative card at the Information or Reference Desk, or online via the library's website. Organizations registering for an account follow the same procedures as individual library users.
3. Organizations in the community profiles database are expected to review and update their records on a regular basis, at least annually. Records that are not reviewed or updated will be deleted.
4. Adult Services will provide organizations with procedures about how to edit their records, and utilize the full range of benefits of the community profiles database.
5. Organizations can request that their records in the community profiles database be deleted at any time by contacting Adult Services.