

## **GSV-1**

### **OUTREACH**

#### **Policy Statement**

Manhattan Public Library conducts outreach activities to non-profit and public organizations at offsite locations to promote the library, increase library awareness, and extend the use of library resources through the delivery of programs and services that meet the needs and interests of identified groups. Outreach events may be programs or participation at community events.

#### **Definitions:**

**Outreach Program.** Library staff presents a program such as a storytime, or makes a presentation to a group publicizing the library and its collections and services.

**Outreach Event.** Library staff is present at a community event to promote the library, and may provide services such as library card registration.

**Outreach Services** include Enjoy and Share collections of books at multiple locations, and Homebound delivery.

#### **Regulations**

1. Outreach activities must support the library's mission in one or more of the following ways:
  - Increase the library's visibility and role in the community
  - Support regular or special library activities and services
  - Support the library's service roles, goals, and objectives
2. All outreach activities must meet one or more of the library's strategic goals.
3. Outreach activities may be conducted at non-profit and public organizations, including, but not limited to childcare and preschools, public and private schools, colleges and universities, government agencies, service groups, and other non-profit organizations.
4. All outreach activities must be approved by both the appropriate department manager and the assistant director.
5. Outreach activities at for profit businesses may be considered if the business meets the definition of partner or sponsor, and meets the requirements of policy MNG-21 Sponsors and Partnerships.