

Thomas Crane Public Library

Policy on Co-Sponsored Programs in the Library

Policy Statement

The Thomas Crane Public Library partners with community organizations and agencies to develop and present programs that further its mission to meet the educational, professional and recreational needs of the community, to encourage independent learning and lifelong reading enjoyment, to reach to out to new readers of all ages, and to provide access to information and technology. 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, books 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 *Policy on Programs in the Library* for other general regulations pertaining to all programs in the library. Regulations which are included in the *Policy on Programs in the Library* but not included here also apply to co-sponsored programs.

Planning of Co-Sponsored Programs

1. Co-sponsored programs may be initiated by Library staff or an outside organization, agency or individual.
2. Co-sponsorship requires involvement of Library staff in the planning or presentation of a program.
3. Financial support may constitute co-sponsorship of a program, with no other involvement by the sponsoring organization/agency.
4. The Library may co-sponsor programs with local or state government agencies, educational institutions, non-profit organizations, community organizations and clubs, and local businesses or corporations.
5. 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.
6. The Library Director or a Program Supervisor may commit to co-sponsor a program.

Content of Co-Sponsored Programs

7. Co-sponsored programs must conform to the above Policy Statement, and must meet the general criteria relating to the presentation and content of programs as stated in the Library's Policy on Programs in the Library.
8. No solicitation of business by co-sponsoring agencies or individuals will be allowed during co-sponsored programs.
9. 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 open to the general public, with the following exceptions:
 - Children's programs may be limited by age range.
 - Literacy programs may be limited to participants with previous literacy training.
 - Programs with limited space requiring preregistration may be limited to Quincy residents.
10. All co-sponsored programs will be free, with the following exception:
 - Programs that require the purchase of materials, such as craft workshops, may require a materials fee.

Publicity for Co-Sponsored Programs

11. Library staff will collaborate with co-sponsors to create publicity materials such as press releases, posters and flyers.
12. Library staff will promote co-sponsored programs via press releases, posters, flyers, the Library Web site, the newsletter, and the Library calendar of events. Co-sponsors will promote co-sponsored programs to their own members or target audience.

Evaluation of Co-Sponsored Programs

13. Statistics relating to number and type of co-sponsored programs, and the number of participants, will be compiled monthly by the Program Supervisors. Statistics will be reported annually to the relevant state agencies. Statistics may also be reported to co-sponsoring agencies.
14. Library staff may evaluate co-sponsored programs. Such evaluations will be conducted after a program or program series is completed, using evaluation forms developed by the Program Supervisors. Evaluation forms will be 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.
15. On occasion, program participants will be asked to evaluate co-sponsored programs, using evaluation forms developed by the Program Supervisors. Evaluations will be handed out to participants at the conclusion of a program or program series. Evaluations may be provided to co-sponsoring agencies.

Adopted by vote of the Library Board of Trustees, April 11, 2005