



Irvin L. Young
Memorial Library

Partnerships

The Library seeks and encourages partnerships with non-profit organizations, academic institutions, governments, commercial entities, community groups, or other external organizations to expand the capacity of Library programs and services provided to the community.

A partnership is defined as a collaboration that results in an exchange of services, use of facilities, a newly-created service or event, or other transactions between the Library and another entity. A partner is an individual or organization that contributes resources (supplies, staff, transportation, etc.) to the project. While the Library and the other entity may not have identical goals, the goals should be complementary and not contradictory. Each partner should significantly contribute to the enterprise.

The purpose of such partnerships is to create new opportunities that further the missions of the Library and its partner(s) and that improve the quality of life in the community. The Library will seek and respond to opportunities to partner with organizations to reach new audiences and cross promote Library services and offerings. A successful partnership will build on the strength of each partner and reach new or shared constituencies that neither partner working alone could serve as well.

Certain guidelines apply in deciding the specific nature and conditions of acceptable partnerships. These include, but are not limited to:

- Partnerships will provide a benefit to both the Library and the partner through expanded services, new opportunities, increased recognition, or similar benefits.
- All partnerships must be consistent with the Library's mission, vision, and goals. They should not drive the Library's agenda or priorities.
- All partnerships must be consistent with the Library's values of: Safe and welcoming; Trust; Diversity; Fun; Lifelong learning and creativity; Making connections; Service excellence.
- Partnership decisions shall be made consistent with all other policies of the Library.

Expectations of Partners

The Library and the potential partner will prepare a set of responsibilities, expectations, and a timeline that will outline each party's activities that form the partnership. There will be a reasonable balance of resource provision and responsibility between partners. Partnerships undertaken by the library must respect the library's commitment to intellectual freedom.

Partners cannot influence the selection of materials, programs, or services, require explicit endorsement of products and services, or require access to confidential patron information.

The Library expects partners to:

- Be committed to the success of the partnership.
- Adhere to this policy and any applicable agreement(s).
- Maintain effective communication with Library staff about partnership activities and any changes that may affect the quality or scope of the partnership.
- Share updates about relevant changes to contacts, contact information, schedules, budgets, and capacity.
- Be committed to creating opportunities to engage the community and/or target audience.
- Be committed to and acknowledge the Library's contributions through appropriate forms of recognition.
- Jointly identify clearly defined roles and responsibilities for all involved.

Terminating Partnerships

The Library reserves the right to cancel or withdraw from partnerships for reasons such as, but not limited to:

- If the mission of the partnering organization changes substantially or in a manner that becomes inconsistent with the Library's mission, vision, values, and/or goals.
- The organization develops a public image inappropriate to the Library's services and/or objectives.
- The partner organization uses the Library's name and/or branding outside the agreed upon parameters.
- The failure of the partner to deliver the agreed upon resources and/or services.
- Lack of Library or partner capacity; including staff time, space, or resources.

I have read and agree to the Partnership Policy.

Name

Title and Organization

Date: _____