

Kelso Public Library

Policy No. 705 (Adopted 6/15/2023)

Library Outreach Policy

Purpose of the Library Outreach Policy

705.1 The purpose of the Library Outreach Policy is to provide guidelines for how the Library serves community members away from the Library and provide access where life and engagement naturally exist in the community. The goal of outreach services is to promote the Library's resources and services, as well as extend the Library to members of our community who are unserved or underserved due to physical, economic, social, transportation, geographic, or other barriers.

Policies

705.2 The level of Outreach services provided by the Library is dependent upon Library resources available, including staff time.

705.3 Outreach includes delivering collections and programs at sites outside of the Library. It also includes participating in events that inform people about what resources the Library offers and encourages Library use.

705.4 The Library may maintain collections of materials at community sites for people who are unable to access the Library. Collections include materials checked out from the Library, materials gifted to the Library, or materials withdrawn from the Library's collection. Library staff visit sites regularly and select materials based on indicated preferences of off-site patrons and established collection development guidelines.

705.5 Whenever possible, the Library will deliver outreach programs to children and teens in local schools, daycares, or other centers to foster a love of reading, promote Library resources, and encourage Library use.

705.6 Library staff will regularly participate in community-wide events. Resources dedicated to the event, including staff time, will be considered on a case-by-case basis as resources are available. Library staff will only participate in events that are open to the public.

705.7 The Library recognizes work with community partners is essential for providing effective outreach services. Regular communication will be maintained with community partners and goals for service will be routinely reviewed. Partnerships that are not mutually beneficial to all parties will be modified or discontinued.

705.8 The role of the Kelso Public Library is to ensure a safe and secure environment at the Library, outreach opportunities, and satellite collections. Library staff support an atmosphere conducive to welcome access through behavior guidelines established by the Library Use Policy. Library staff reserve the right to leave outreach opportunities if guidelines established by the Library Use Policy are not followed by outreach attendees.

Signed this 15th day of June, 2023

A handwritten signature in cursive script, appearing to read "Andrew Hamilton", written over a horizontal line.

Andrew Hamilton, City Manager

A handwritten signature in cursive script, appearing to read "Erik Moser", written over a horizontal line.

Erik Moser, Library Director