

## **RACINE PUBLIC LIBRARY**

### **Outreach Programming Policy, Adult Services Department**

#### **Purpose of the Outreach Programming Policy**

This policy defines the purpose and scope of the outreach programming provided by the Adult Services Department of the Racine Public Library. This policy also defines eligibility for this service.

#### **Definition and Purpose of Outreach Programming**

The Adult Services Department provides programming for institutions serving high school students and adults. When this programming takes place at the institution rather than at the library, it is considered outreach. Any professional or paraprofessional staff member of the Library may perform this service.

The purpose of outreach programming is to introduce members of the community to the Racine Public Library and its services, as well as provide literary experiences.

#### **Availability of Service**

Outreach programming is available to eligible institutions located in Racine County, east of I-94. Eligible institutions include, but are not limited to, public and private high schools, senior centers, senior living facilities the Literacy Council, community centers, and social agencies such as homeless shelters and shelters for abused women and children. Those groups not eligible for outreach programming include private homes and for-profit institutions. The Adult Services Department will also refuse an outreach request if it is deemed to be solely for entertainment purposes. The final determination of eligibility is left to the discretion of the Adult Services staff.

Outreach programming is available by appointment only, and must be scheduled at least two weeks prior to the date the program is requested. An Adult Services staff member has the right to refuse outreach programming for any of the following reasons: 1) the institution is not eligible, as defined above, 2) there is not enough staff available at the time requested, 3) the institution does not provide two weeks' notice, 4) the date and time requested is at a time the library is not open, or 5) the time slot requested has been filled by another institution.

*Approved by the Library Board January 18, 2018*