

CLINTON TOWNSHIP PUBLIC LIBRARY OUTREACH POLICY

As stated in the Clinton Township Public Library's Mission Statement, it is the aim of the Clinton Library to provide materials and services which assist patrons to: educate themselves continuously, develop creative abilities, appreciate art and literature, enjoy leisure time, and enhance citizenship. Outreach is a tool to enhance and expand the library's expression of its mission, pursue its goals, and increase its impact upon its community.

DEFINITION OF OUTREACH

Outreach is defined as events and programs that take staff outside of the library facility to provide services or programs that meet patrons where they live, work, shop, and play. Frequently, such activities aim to better serve patrons who are underserved by current library services and who experience physical, economic, or social barriers to accessing library facilities.

Outreach activities *must* support the library's mission and strategic goals 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
- Build community within populations underserved by the library
- Teach early literacy practices and best methods
- Provide educational or recreational opportunities that engage with the larger community

TERMS AND LIMITATIONS

Locations must be within the townships served by the Clinton Township Public Library (Clinton, Manchester, and Bridgewater).

Outreach Services may be provided at non-profit and public organizations, including, but not limited to childcare facilities and preschools, public and private schools, colleges and universities, government agencies, service groups, and other non-profit organizations.

Outreach Activities at for-profit businesses and events may be considered if they meet the requirements listed above and at the discretion of the library director. However, the library will not conduct outreach activities or services at private events or gatherings, such as parties.

Because the library employs limited staff, we will try our best to accommodate requests for library Outreach Services. In-library service must take priority. In

general, the library will limit staff visits to no more than once per month, or 12 visits annually, for each organization.

Requests for Outreach Services may be requested via phone call (517-456-4141) or email (clintonlibrary@clinton.lib.mi.us). Requests for new Outreach Services should be made at least one month prior to the event.

All outreach activities must be approved by the library director.

EXAMPLES OF OUTREACH SERVICES

Outreach Services provided by the Clinton Township Public Library may include, but are not guaranteed nor limited to the following:

- Story times at schools, preschools, day care centers, and homeschool cooperatives
- Delivery of donated (non-circulating) materials for homebound patrons or residents of nursing homes or assisted living facilities
- Attendance at farmer's markets, community fairs, or festivals
- Programs in schools, including recurring book clubs or single-event themed activities (services may be delivered in-person or via kits for in-classroom use)
- Programs for non-profit organizations or clubs such as Boy/Girl Scouts.
- Free (non-circulating) books in lobbies, waiting rooms, etc. Books will be donated or withdrawn items from the library's collection.