

Proposal for library programming partnership

The library may partner with a community organization to make library resources available and participate in marketing efforts for program partnerships that meet the library's standards. In order for a programming partnership to be considered, a formal proposal must be submitted no later than 8-6 weeks prior to the proposed event. *(Exceptions to this time frame may be given in extraordinary circumstances.)*

Programming Guidelines:

- To enhance the library's role as a cultural center for the community
- To increase awareness and the use of library resources
- To educate and inform on a variety of topics
- To provide programs for various age groups, cultures and interests
- To recognize and respond to current issues facing the community
- To promote reading and lifelong learning
- To increase library use by under-served populations
- To develop programs of various durations that are free and open to all at a variety of times

Each request will be evaluated based on quality of the proposal and how well it aligns with the library's programming mission and availability of library resources. Public performance rights must be secured for any film or performance based on materials with a copyright.

You will receive a response from library staff within 7 days of receipt of your partnership proposal. If a partnership is approved, a meeting may be scheduled to further discuss the partnership, and a **partnership agreement** form will be drafted to outline the various responsibilities of both parties. The partnership agreement must be signed both organizations.

Name of organization: _____

Name of organization president: _____

Program contact person Name: _____

Contact person phone number: _____ Mobile phone number: _____

Email address: _____

Please include a detailed description of the program and the qualifications of the presenters or reviews of program content. Describe your organizations goals in presenting the proposed program and the resources your organization will contribute to the partnership.