

## Policy Purpose

One of Logan Library's core pillars is to "[offer] high-quality services by creating community partnerships that enhance expertise and diversify services offered." This policy aims to define under what circumstances the Logan Library may enter relationships with outside entities and to guide the development of those relationships.

Logan Library welcomes the support of institutions, businesses, nonprofit organizations, and community groups to inspire, enhance, or improve Library activities, services, events, and programs by establishing collaborative partnerships. Institutions, organizations, businesses, or individuals compatible with the mission and values of the Logan Library will be considered for potential relationships. These relationships serve to pool resources, improve community well-being, and advance the library's mission, pillars, and strategic plan.

This policy divides outside relationships into three categories, each with differing purposes, privileges, and guidelines. These relationships are outlined below.

## Definitions

### *Co-Sponsors*

Co-sponsors are institutions, organizations, businesses, or individuals, working with Logan Library to accomplish a common goal with a shared sense of purpose and responsibility for the outcome. As a co-sponsor, Logan Library agrees to promote events or services to Library patrons using established marketing channels. Logan Library will record program attendance or services offered and report to library stakeholders. Co-sponsorship does not imply Library or Logan City endorsement of the partner's products or services. The scope, design, and delivery of programming promotions is determined by Logan Library.

### *Library Donors*

Library donors are institutions, organizations, businesses, or individuals who contribute donations to the library in support of a collection, service, program, or event. Acknowledgment of library donations does not imply Library or Logan City endorsement of the donor's product or service. The library does not exchange marketing, promotion, or services in return for contributions. Donations may include materials for library circulation, gift cards or programming prizes, and food or beverages for library programming. Any monetary donations should go through the Friends of the Logan Library and are not pertinent to this policy.

### *Community Guests*

Community guests are institutions, organizations, businesses, or individuals who are granted space (a table, meeting room, or similar) within Logan Library to distribute community information and/or provide services. Community guests must be:

- public, tax-funded entities; or
- recognized community service organizations; or
- 501(c)3 non-profits supporting education, health, or social services.

## General Guidelines

Solicitation for private goods or services is not allowed; all information distributed or services provided must be free and available to the public. No exchange of money or services between the library and the group should occur.

The library reserves the right to designate and limit space, size, times, and location of community partner space, as well as the length of time provided. Setting up, taking down, and staffing the space must be provided solely by the group. The library may provide a table and chair(s).

Library needs take precedence over external use, and the library reserves the right, without notice, to cancel a previously arranged space if library administration determines it is needed for library purposes.

In keeping with the library's position as a limited public forum and a defender of constitutionally guaranteed civil liberties, community partner space will not be provided or will be revoked, for the following:

- Information advocating any illegal activity;
- Information advocating for the election or defeat of a political candidate or ballot issue;
- Information advertising the commercial sale of goods or services;
- Information containing explicit sexual, disturbing, and/or violent images;
- Information derogatory towards any specific group, person, and/or protected class;
- Information advocating for or in opposition to one religious viewpoint; or
- Information promoting persons and entities that advocate for illegal activities and/or are derogatory towards any specific group and/or protected class.

The library assumes no responsibility for any information distributed. Outside entities must file an agreement with the Outreach Librarian. The distribution of information or services by a community partner does not indicate Library or Logan City endorsement of ideas, positions, issues, or events.

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