



Uintah County Library

Community Programming Partner Policy DRAFT

UCL-MAS-006

Policy Number UCL-MAS-006	Category Materials & Services	Status New	Review Cycle Every 3 years
Effective Date August 19, 2026	Administered By Library Director	Board Approval	Related Policies UCL-MAS-003; UCL-GEN-003

POLICY STATEMENT

The Uintah County Library (UCL) believes that vibrant community programming is built through genuine partnerships. UCL invites community organizations and individuals to apply to become Community Programming Partners: collaborators whose programs are posted on the UCL calendar, promoted through UCL channels, and held to the same standards as library-produced events. This policy establishes who qualifies, how the Community Programming Partner (CPP) application process works, what the partnership includes, and how it is maintained and renewed. It is a companion document to the UCL Meeting Room Policy (UCL-MAS-003), which governs community use of library space without library co-sponsorship.

1. PURPOSE AND RELATIONSHIP TO OTHER POLICIES

- 1.1. UCL produces programming for the community: story times, author talks, maker workshops, digital literacy classes, cultural events, and more. The Community Programming Partner designation extends the reach of that mission by allowing vetted community partners to present programs under UCL's banner.
- 1.2. The Meeting Room Policy (UCL-MAS-003) governs community groups' use of library space. Section 2.3 of that policy states explicitly that it does not apply to library-sponsored programs, and Section 3.1.11 specifies that meeting room use must not imply library sponsorship. This policy governs the separate category of events that DO carry library co-sponsorship. The two pathways are parallel, not overlapping: Meeting room rental = community group uses library space; library does not endorse or promote the event. Community Programming Partner = library actively co-sponsors, promotes, and lists the event on its calendar. On UCL's internal calendar, non-sponsored meeting room bookings are tagged as "reservations," while Partner Programs and other library-sponsored offerings are tagged as "events," so staff can distinguish the two at a glance.

2. DEFINITIONS

- 2.1. **Community Programming Partner (“Partner”):** An individual or organization approved by UCL to present programs that are listed on UCL’s calendar, promoted through UCL’s channels, and held to the standards of library-produced programming.
- 2.2. **Program:** A single event, class, workshop, series, presentation, performance, or recurring offering presented under the Partner’s designation.
- 2.3. **Library-Sponsored Event:** An event carrying the UCL name as a co-sponsor, listed on the UCL public calendar, and promoted through UCL communications. All Partner programs and events are library-sponsored events.
- 2.4. **Program Presenter:** The individual(s) who deliver the program content, whether the applicant themselves or someone designated by the applying organization.
- 2.5. **Partnership Agreement:** The signed document committing the Partner to comply with UCL policy and the conditions of the partnership.
- 2.6. **Partnership Term:** The period during which a Partner’s designation is valid; typically one year, and is renewable.

3. WHO MAY APPLY

- 3.1. UCL welcomes CPP applications from a wide range of community members and organizations. The emphasis is on mission alignment and community benefit, not organizational size or type. Eligible applicants include:
 - 3.1.1. Local nonprofits, civic organizations, and community groups.
 - 3.1.2. Schools, colleges, educational institutions, and tutoring organizations.
 - 3.1.3. Cultural, arts, and historical organizations.
 - 3.1.4. Health and wellness organizations providing non-commercial community education.
 - 3.1.5. Government agencies and public services.
 - 3.1.6. Service organizations (e.g., scouting programs, Rotary, Lions).
 - 3.1.7. Environmental, conservation, and outdoor recreation organizations.
 - 3.1.8. Faith communities, when the proposed program is educational or cultural rather than devotional or evangelistic.
 - 3.1.9. Individual community members with expertise and a program idea that serves the public.

- 3.1.10. Local businesses, when the proposed program is primarily educational and does not serve as advertising, product demonstration, or solicitation.

3.2. Eligibility: Proposed program must meet all of the following criteria:

- 3.2.1. The program primarily benefits participants as learners, attendees, or community members, not the applying organization in a commercial capacity.
- 3.2.2. The program is consistent with UCL's mission to provide equitable access to information, education, culture, and community connection.
- 3.2.3. The applicant and program do not discriminate against participants based on race, color, religion, sex, national origin, disability, age, sexual orientation, gender identity, or any other characteristic protected by the Utah Antidiscrimination Act or applicable federal law.
- 3.2.4. The program does not require attendance fees, product purchases, or enrollment in a commercial service as a condition of participation.
- 3.2.5. The program presenter meets background check requirements if the program primarily serves minors (see Section 5).
- 3.2.6. The applicant has read and agrees to comply with UCL's Standards of Conduct (UCL-PAT-002) and all applicable library policies.

3.3. Ineligibility: The following do not qualify for the Community Programming Partner designation:

- 3.3.1. Programs whose primary purpose is to sell, solicit, recruit for, or advertise a commercial product, service, or multi-level marketing organization.
- 3.3.2. Programs organized to advance the candidacy of a specific political candidate or ballot measure.
- 3.3.3. Programs that require exclusive ideological, religious, or organizational agreement as a condition of full participation.
- 3.3.4. Organizations that have demonstrated a pattern of conduct inconsistent with library values of equitable access, intellectual freedom, or non-discrimination.
- 3.3.5. Individuals are currently barred from UCL premises under the Standards of Conduct.
- 3.3.6. Programs that duplicate an active series UCL is already producing, where adding a partner program would not add community value.

- 3.4.** UCL's co-sponsorship of a Community Partner's program does not constitute UCL's endorsement of the sponsoring organization's broader mission, advocacy positions, or beliefs. UCL may partner with a conservation organization for a bird-watching program without endorsing the organization's policy positions. UCL may partner with a faith community for a genealogy workshop without endorsing its doctrine.

4. WHAT THE COMMUNITY PROGRAMMING PARTNER DESIGNATION INCLUDES

4.1. What UCL provides

4.1.1. Listing on UCL's public events calendar.

- 4.1.1.1.** All approved programs appear on the library website calendar and in library listings.

4.1.2. Promotion through UCL social media and newsletter channels.

- 4.1.2.1.** UCL staff determine the extent and format of promotion at their discretion. Partners may not require specific promotional language.

4.1.3. Use of the library's name as co-sponsor on event materials.

- 4.1.3.1.** The Library Director or their designated staff program coordinator must approve any materials that use the UCL name or logo before distribution.

4.1.4. Access to the library meeting space at no charge during the Partnership Term for approved programs.

- 4.1.4.1.** Space is subject to availability and must be reserved in advance in accordance with UCL's meeting room scheduling procedures. The same setup, cleanup, and conduct rules as all library events apply.

4.1.5. Optional staff coordination support for logistics.

- 4.1.5.1.** At the Library Director's or their designated staff program coordinator's discretion. Not guaranteed for all partners.

4.1.6. Eligibility to have the library provide materials and resources for the program, Subject to grant funding.

- 4.1.6.1.** At the Library Director's discretion. Inclusion is not automatic or guaranteed.

4.2. What the Partner commits to

- 4.2.1. Presenting programs that meet the eligibility criteria in Section 3 throughout the Partnership Term.
- 4.2.2. Complying with the UCL Standards of Conduct (UCL-PAT-002) and all library policies at all times.
- 4.2.3. Obtaining advance approval from the Library Director or their designated staff program coordinator for any changes to program content, presenter, target audience, or frequency.
- 4.2.4. Not using the UCL name, logo, or endorsement in any context outside the approved program without written approval from the Library Director or their designated staff program coordinator..
- 4.2.5. Not selling, soliciting, or distributing commercial materials at or during a library-sponsored event without written approval from the Library Director or their designated staff program coordinator.
- 4.2.6. Ensuring that Program Presenters who work primarily with minors have completed background check requirements per Section 5 before presenting.
- 4.2.7. Providing accurate information in the CPP application and notifying UCL promptly of any material change to the organization, the program, or the presenter.
- 4.2.8. Signing and returning the Partnership Agreement (Appendix B) before any partner program is listed or promoted by UCL.

5. PRESENTER REQUIREMENTS: VOLUNTEER APPLICATION AND BACKGROUND CHECK

5.1. Volunteer Application: Required for All Presenters

- 5.1.1. Every Program Presenter listed in the CPP application must complete a Uintah County Volunteer Application before their first program session. This requirement applies to all presenters without exception, regardless of whether a background check is separately required.
- 5.1.2. Program presenters are classified as volunteers according to Uintah County Policy, which establishes this requirement as part of the library's standard screening and record-keeping process for all individuals who deliver services on behalf of UCL. The Volunteer Application form is available from the Library Director at the circulation desk and on the Uintah County website (see [https://cms1files.revize.com/uintahcountyut/document_center/HR/2026%20Uintah%20County%20Volunteer%20Application%20\(2\).pdf](https://cms1files.revize.com/uintahcountyut/document_center/HR/2026%20Uintah%20County%20Volunteer%20Application%20(2).pdf)).

- 5.1.3. The Volunteer Application collects standard contact, experience, and policy-acknowledgment information, plus background-check authorization where required. These records are maintained, in accordance with the Utah General Retention Schedule and any other applicable laws.

6. CPP APPLICATION PROCESS

- 6.1. Any eligible individual or organization may apply for the Community Programming Partner designation by submitting a CPP Application Form (Appendix A) to the Library Director or their designated staff program coordinator. CPP Applications are available at the library circulation desk, on the UCL website, and from any staff member. There is no application fee. Staff members contacted directly by a prospective partner should route the inquiry to the Library Director or their designated staff program coordinator, who will provide application materials and next steps.
- 6.2. The application review timeline is as follows:
 - 6.2.1. **Acknowledgment** (upon receipt): The Library Director (or designee) acknowledges the CPP application in writing within 5 business days.
 - 6.2.2. **Initial Review** (within 10 business days): The Library Director (or designee) reviews the application for completeness and eligibility. If additional information is needed, the applicant is contacted.
 - 6.2.3. **Decision** (within 21 business days of complete CPP application): The Library Director (or designee) approves or declines the application and notifies the applicant in writing. For programs involving minors, a background check must be completed before final approval.
 - 6.2.4. **Partnership Agreement** (upon approval): Applicant signs and returns the Partnership Agreement (Appendix B). UCL countersigns. The Partnership Term begins upon execution of the Agreement.
 - 6.2.5. **Scheduling** (as needed): Partner works with designated library staff to schedule approved programs per available meeting room space.
- 6.3. **Presenter Screening** (concurrent with review): Each Program Presenter completes the Volunteer Application (Section 5.1) before their first program session. Presenters whose programs primarily serve unaccompanied minors and vulnerable adults also complete the required background check (Section 5.2) before the Partnership Agreement is finalized.
- 6.4. The Library Director or their designated staff program coordinator evaluates applications on the following factors:

- 6.4.1. Mission alignment:** Does the program serve the library's community education and engagement mission?
 - 6.4.2. Community benefit:** Does the program primarily benefit participants, and does the Uinta Basin community need or want this programming?
 - 6.4.3. Eligibility:** Does the applicant and proposed program meet the criteria in Section 3?
 - 6.4.4. Capacity:** Does UCL have the staff capacity, space, and resources to support this partnership without compromising existing library programming?
 - 6.4.5. Duplication:** Does the program add value beyond what UCL or an existing partner already provides?
 - 6.4.6. Selection among competing proposals:** When multiple applicants propose similar or duplicate programming, the Library Director selects the proposal that library staff determines is the best fit for UCL's mission and values and most likely to be well received by the Uinta Basin community.
- 6.5.** If a CPP application is declined, the Library Director provides a written explanation of the reason. The applicant may submit a revised application addressing the stated concerns. Formal appeals of a declination decision may be made in writing to the Library Board of Directors within 30 days of the decision. The Board will review and respond within 60 days. The Board's decision is final.

7. PARTNERSHIP TERM AND RENEWAL

- 7.1.** The Community Programming Partner designation is valid for one (1) year from the date the Partnership Agreement is executed, unless the Agreement specifies a shorter or longer term. Partners wishing to renew must submit a renewal application at least 60 days before the Term expires.
- 7.2.** Before approving renewal, the Library Director reviews the partner's compliance, program quality, and community response during the Term. Any required background checks must be renewed within the renewal window. If the staff or presenters primarily responsible for the partnership have changed since the last review, the Library Director also considers that change as part of the renewal review.
- 7.3.** Partners may propose changes to their approved program at any time during the Term by submitting a written request to the Library Director or their designated staff program coordinator. Material changes (a new presenter, substantially different content, a different target audience, or a different frequency) require approval from the Library Director or staff program coordinator before the change takes effect.

8. STANDARDS FOR PARTNER PROGRAMS

- 8.1.** All partner programs are governed by the same standards as library-produced events. In addition to complying with UCL's Standards of Conduct (UCL-PAT-002), the following apply to all partner programs:
 - 8.1.1.** Programs must be open to the general public unless the Library Director or their designated staff program coordinator approves a specific, documented reason for a limited audience.
 - 8.1.2.** Programs must be free of charge to participants. If a partner wishes to charge a fee (for a materials kit, for example), this must be specifically approved in writing by the Library Director in advance and disclosed on all event listings.
 - 8.1.3.** Programs must not include the sale, solicitation, or distribution of commercial products or services during the event without prior written approval from the Library Director or their designated staff program coordinator.
 - 8.1.4.** Programs may distribute informational materials about the sponsoring organization, provided the materials are informational in nature and do not primarily serve as advertising or solicitation.
 - 8.1.5.** Programs must be appropriate for the stated target audience. Programs serving all ages must not include content inappropriate for children.
 - 8.1.6.** The partner is responsible for supervising the program with adequate adult oversight and ensuring compliance with fire code capacity limits.
 - 8.1.7.** UCL staff are not required to provide hands-on program support, but are available to provide logistical assistance at their discretion.
- 8.2.** UCL values intellectual freedom and a diversity of viewpoints. Partners are welcome to present programs on topics that are informational, educational, or culturally enriching, even when those topics are complex or potentially controversial. UCL may, at its discretion, seek to balance the programming calendar to reflect a variety of perspectives if a pattern of imbalance emerges. UCL does not curate partner programs for viewpoint, but does require that programs not be primarily advocacy events for specific political activities.

9. SUSPENSION AND REVOCATION OF PARTNERSHIP

- 9.1.** The Library Director may suspend a scheduled partner program or revoke a Partnership Agreement for any of the following reasons:
 - 9.1.1.** The partner or program presenter has violated the UCL Standards of Conduct or library policy during a program.

- 9.1.2. The partner has provided materially inaccurate information in the application or Agreement.
- 9.1.3. The partner has made unauthorized changes to the program content, presenter, or audience without Library Director or their designated staff program coordinator approval.
- 9.1.4. The partner has used the UCL name or logo in an unauthorized manner.
- 9.1.5. The partner's organization has engaged in conduct that conflicts with UCL's values of equitable access and non-discrimination.
- 9.1.6. Background check requirements are not met or renewed when required.
- 9.1.7. The partnership no longer serves the library's community programming mission.
- 9.2. Revocation notice will be provided in writing. The partner may appeal a revocation decision to the Library Board within 30 days; the same appeals process in Section 6.4 applies. An organization whose Partnership Agreement is revoked may not reapply for two years.

10. LIABILITY

- 10.1. UCL assumes no liability for injury, loss, damage, or claims arising from partner programs. Partners are responsible for their own conduct, the conduct of their presenters, and the content of their programs. UCL's co-sponsorship of a partner program does not constitute UCL's endorsement of the partner's organization, mission, views, or positions beyond the specific program approved. Partners whose programs damage library property will be invoiced for repair costs in accordance with the Meeting Room Policy (UCL-MAS-003).

This policy supersedes all previous versions and will be reviewed every three years or as needed.

Approved by the Uintah County Library Board of Directors.

DATE ADOPTED: August 19, 2026.

DATE EFFECTIVE: August 19, 2026.