

Beauregard Parish Library

## **Outreach Policy**

The Beauregard Parish Public Library, as part of its mission to enhance the lives of community members, will participate in outreach programs. Outreach programs are defined as events, presentations, meetings, and conventions designed and/or sponsored by library staff members and representatives of approved cooperating agencies at locations outside of library facilities. Approved cooperating agencies include governmental, civic, and cultural organizations as well as non-profit organizations with needs specifically met by the library's outreach programs. Organizations that do not fall under the umbrella of approved cooperating agencies will be provided with library materials specific to their needs in lieu of staff participation.

*Adopted by Beauregard Parish Library Board of Control May 2, 2012.*

### **PROCEDURAL NOTES:**

Requests for library staff attendance at non-library-sponsored events must be submitted in writing and received at least two weeks prior to the event date in order to provide time for approval review and preparation of materials. Requests must include specific information regarding the date, location, and duration of the event as well as the organization's expectations of the library staff participant(s).