

Partnership Policy Sherwood Public Library

POLICY

The purpose of this policy is to provide structure and guidance to the partnerships between Sherwood Public Library and other organizations, community groups and individuals. A partnership is defined as a mutually beneficial collaboration between the Library and an external organization, individual, business, or community group. Partner contributions provide and/or promote activities, support, services, events and programs to the public in ways that are mutually beneficial.

BACKGROUND

Sherwood Public Library welcomes partnerships that promote community engagement and support the mission and goals of the Library and its partners. The Library maintains six distinct levels of partnerships with organizations, community groups and individuals: Core Funding Partners, Support Funding Partners, Service Partners, Outreach Partners, Initiatives Partners and Donating Partners. The relationships between the Library and each partner are unique and involve efforts from both Library staff and the partner for the partnership to thrive. Most community partners fall into one or more of three categories: Service Partners, Outreach Partners, or Donating Partners. Partnerships are approved by the Library Manager or designee and can range from a one-time collaboration to a long-term arrangement.

- **Core Funding Partners** are built into the governance and funding structure of Sherwood Public Library. The City of Sherwood and Washington County Cooperative Library Services (WCCLS) are the only two Core Funding Partners.
- **Support Funding Partners** provide financial support to enhance library services in significant ways. Examples include the Friends of the Library, Oregon State Library, and major grantors who work closely with Library staff.
- **Service Partners** help us expand our offerings and services while building a stronger community.
- **Outreach Partners** help us expand our reach and invite us to participate in the greater community.
- **Initiatives Partners** help us to align our work with the best practices of the library profession and other practices that align with public libraries. These partnerships may or may not rely on relationship-building for them to thrive and are often with statewide, national or international organizations.
- **Donating Partners** give in-kind gifts and services, grants and monetary donations to expand the Library's capacity for year-round programs, events and services for all ages, as well as to support library functions. Though not traditionally labeled partnerships, relationships with these donors are still an important part of Library staff working with outside agencies and therefore included in our overall partnership policy. Additionally, many of our Service

and Outreach Partners are also Donating Partners and so including donors in this policy allows a holistic view of the Library's partnership efforts.

REGULATIONS

Core Funding Partners

- The City of Sherwood – Sherwood Public Library has been a department of the City of Sherwood since 1958. Applicable regulations for the formation, governance and funding of public libraries in the State of Oregon are defined in ORS 357.400-621. Additional City policies guide the governance and funding of the Library. The Library Advisory Board is appointed by City Council. City of Sherwood policies may be found within the Municipal Code, City regulations, the City Charter, and internal policies. Funding distribution is adopted by City Council.
- WCCLS – Sherwood Public Library is a founding member of WCCLS since 1976. Regulations are defined in an Intergovernmental Agreement and a Network Agreement. Funding distribution is adopted by the Washington County Board of Commissioners. Decision-making happens through processes outlined by WCCLS and member libraries, including committee work across the county and executive participation from each member library.

Aligning with Policies and Intellectual Freedom

Relationships between the Library and its partners must comply with other library policies, applicable laws and regulations, and the library's commitment to intellectual freedom. Sherwood Public Library policies may be found on the Library webpage under "About the Library." In addition:

- Partners cannot influence the selection of library materials, programs, or services beyond the scope of the Collection Development Policy.
- Partners may not require explicit endorsement of products and services.
- Any programs and events produced through the partnership must fit within the mission of the Library and be approved by the Library Manager or designee.
- Any monetary or in-kind donation must comply with our donation policy and City of Sherwood policies.
- The Library protects the confidentiality of its patrons, and will not sell or provide access to patron records or other related information to partners.
- Correspondence and information shared with the Library may be subject to Oregon record retention and disclosure laws.
- Either party may end the partnership at any time, subject to the terms of any written partnership agreement.
- Some partnerships may warrant a written agreement and/or require a supplementary performance agreement.

PROCEDURES

Forming and Maintaining Partnerships

Partnerships can have an organic lifespan that begins through informal or formal networking and collaboration. Library staff work hard to be engaged in the community and open to partnership opportunities that align with Library goals and objectives, support the Library mission, and/or benefit library users. Library staff must also balance the capacity for developing and maintaining partnerships with other work demands. Not all partnership requests can be developed or maintained.

Library staff will document partnerships and give credit to partners as appropriate in Library documentation, per Library policies. Forming a partnership with any given organization or individual does not preclude the Library from forming other partnerships with “like” businesses and organizations.

Partnerships that warrant a written Partnership Agreement will have an opportunity for the partner to review, recommend edits to, and ultimately approve the agreement. Any such agreement will be reviewed annually and revised as needed. Agreements will be developed in coordination with the City Attorney and must be approved by the Library Manager. Partnerships Agreements become official records and will be retained in accordance with the Oregon Secretary of State Archives Division.

Typically a partnership that would warrant a written agreement will have one or more of the following characteristics:

- Have an ongoing program or event series
- Engage large audiences
- Require significant expenditures of revenue, resources and/or staff time
- Involve the collaboration of multiple people and/or organizations

Expectations of Partners

The Library expects partners to:

- Be committed to the success of the partnership
- Adhere to this policy and any applicable agreement(s)
- Maintain effective communication with Library staff about partnership activities and any changes that may affect the quality or scope of the partnership
- Share updates about relevant changes to contacts, contact information, schedules, budgets and capacity
- Be committed to ongoing evaluation of progress and continuous improvement
- Be committed to collaborative, long-term strategies, not just short-term solutions
- Be committed to creating opportunities to engage the community and/or target audience
- Be committed to and acknowledge partner's contributions through appropriate forms of recognition
- Provide opportunities for all partners to meet their shared social responsibilities

- Jointly identify clearly defined roles and responsibilities for all involved
- Review and affirm partnerships annually through the use of a Partnership Agreement, where applicable.

Dissolving Partnerships

Partnerships can evolve over time as the needs of the community and the people and organizations involved change. Either party in a partnership can elect to leave a partnership, subject to the terms of any written partnership agreement. Sherwood Public Library staff will follow professional communication methods to inform partners of our intents, where applicable.

Terminating Partnerships

The Library reserves the right to terminate or withdraw from partnerships for reasons such as (but not limited to):

- The partner organization uses the Library's name and/or branding outside the parameters of the agreed upon association and without prior consent;
- The organization develops a public image inappropriate to the Library's services and/or objectives;
- The failure of the partner to deliver the agreed upon resources and services;
- Lack of Library or partner capacity; including staff time, space, or resources;
- Lack of strategic alignment between the partner organization and the Library's strategic objectives.

History

Approved by Library Advisory Board on September 18, 2019

Revised ____

Adopted ____