10.0 Partnerships, Collaborations and Program Support

A. Purpose: In order to provide a higher level of service to the community than it could otherwise deliver, the library will work with other departments, agencies, community organizations, businesses and individuals to assist in meeting its mission, goals and objectives and to increase its visibility in the community.

B. Scope: The New Hanover County Public Library may establish a variety of working relationships (partnerships, collaboration or program support) with any agency, organization, business or individual to provide programs, services and resources consistent with the library’s vision, mission and strategic priorities. These relationships may be solicited by either party and must adhere to the following:
   1) Match the library’s mission and roles in the public library community.
   2) Conform to library and county policies, procedures, and directives.
   3) Provide a benefit to both the library and the partner/sponsor through expanded services, new opportunities, increased recognition or similar benefits.
   4) Contain a statement of the purpose, responsibilities and expectations of the partnership for both the library and the partner/sponsor.

C. Partnership: A partnership is defined as participation in a long-term project that may require funding from either or both partners and includes the following considerations:
   1) Provides an ongoing relationship between the library and the proposed partner.
   2) Enables the library to fulfill its mission and roles in the public library community in new or expanded ways.
   3) Requires involvement of library staff to successfully carry out the project.
   4) Requires significant recognition of the partnership.
   5) Requires a written agreement to clearly define project costs, expectations, responsibilities, timeline, evaluation, and promotion.

D. Collaboration: Collaboration is defined as participation in a short-term project that includes the following considerations:
   1) Matches the library’s mission and roles in the community, but is not an expansion or new effort.
   2) Is a one-time or limited project.
   3) Requires only limited involvement of library staff.
   4) Requires no library funding, or requires only routinely approved library funding.
   5) Requires limited recognition of the project through regular library mechanisms.
   6) Does not require an extensive evaluation or report by library.

E. Program Support: A program supporter is defined as an organization or individual who provides, coupons, in-kind services, products or other resources for use in a library program or event. Program support may be solicited independent of any formal partnership or collaboration, or may result from that cooperation and includes the following considerations:
   1) Specific guidelines for support will vary depending on the event or program.
   2) All guidelines will contain clearly identified criteria for support and a clear list of what supporters may expect to receive in return.

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3) All programs, activities or events soliciting support will be posted on the library’s website with the specific guidelines established for each event.
4) Policies governing support that involve a significant financial contribution are covered under section 9.0 Gifts, Fund Raising and Sponsorship.
5) The library reserves the right to decline offers of support which are not deemed to be aligned with the Library’s mission and goals, the New Hanover County mission statement and strategic plan and the County’s Core Values.

F. Protocols:
   1) Partnerships may require approval by the New Hanover County Library Advisory Board and the New Hanover County Board of Commissioners.
   2) Collaborations are subject to approval by the library administration with notice to the Library Advisory Board and must be consistent with the policies and procedures established by New Hanover County.
   3) Partnerships and collaborative arrangements must be in writing and on file in the library administrative office.
   4) Individual staff members have the authority to solicit program support subject to approval by library administration.