

706 Outreach Policy

See also related policy: 700 Community Relations

- 706.1 The purpose of the Outreach Policy is to provide guidelines for how the Library serves community members away from the Downtown Library. The goal of outreach is to extend the Library to members of our community who are unserved or underserved due to physical, economic, social, transportation, geographic or other barriers.
- 706.2 Outreach includes delivering collections and programs at sites outside the Downtown building. It also includes participating in events that inform people about what the Library offers and encourages Library use.
- 706.3 The Library maintains collections of materials at community sites for people who are unable to access the Downtown Library. Collections include materials checked out from the Library and other items gifted to the Library or withdrawn from the collection. Library staff visit sites regularly and select materials based on indicated preferences of off-site patrons and established collection development guidelines.
- 706.4 The level of outreach services provided is dependent on Library resources available, including staff time.
- 706.5 Outreach programs are delivered with an emphasis on reaching children in schools and daycares and adults in group settings.
- 706.6 The Library provides proxy library services for people who are unable to personally visit the Library. This includes patrons enrolled in the Library's At Home materials by mail services, services to inmates at the Johnson County Jail, and those unable to come to the Library because of a legal restriction.
- 706.61 Services for inmates at the Johnson County Jail are governed by contract with the Johnson County Sheriff's Office.
- 706.7 The Iowa City Public Library's Bookmobile offers collections and programs beyond the Downtown area and extends Library services throughout the community.
- 706.71 As space and time permits, Bookmobile patrons are provided with the same level of service as one would find at the main Library facility.
- 706.72 Bookmobile stops must be located within the service area of Iowa City Public Library unless under contract for special services.
- 706.73 A Memorandum of Understanding will be created for all community Bookmobile stops.

- 706.74 Bookmobile stop locations should have a sufficient amount of business in terms of Library transactions and number of customers served. If evaluation shows on-going service levels are not sufficient, change of stop location will be considered.
- 706.75 Bookmobile service may be canceled or modified on short notice due to severe weather or mechanical problems requiring immediate attention.
- 706.8 Library staff will regularly participate in community-wide events. Resources dedicated to the event, including presence of the Bookmobile, will be considered on a case-by-case basis. Staff will only participate in events that are free and open to the public with the exception of fundraising events hosted by the Iowa City Public Library Friends Foundation.
- 706.9 Whenever possible, staff will visit local schools to foster a love of reading and encourage Library use.
- 706.10 The Library recognizes work with community partners is essential for providing effective outreach services. Regular communication will be maintained with community partners and goals for service will be routinely reviewed. Partnerships that are not mutually beneficial to all parties will be modified or discontinued.

Adopted: February 22, 2018