



MENTOR PUBLIC LIBRARY OUTREACH SERVICES AGREEMENT

Mentor Public Library's ("the library") mission is to foster lifelong enrichment by providing materials, services and programs for literacy, learning, and pleasure in an environment of intellectual freedom and confidentiality.

The library, as part of its mission to enrich people's lives and foster a vibrant and informed community, provides outreach services within our service area.

Outreach services are the provision of library services at offsite locations. These services may include, but are not limited to, providing activities or events, such as story time or educational programs, or providing library materials.

In order to further its mission, the library will work with the offsite facility to determine the nature of the outreach services to be provided, and the manner in which the outreach services will be provided, including the schedule and location for the provision of the outreach services. The library will not charge for the outreach services provided except for the replacement cost of lost library materials or agreed upon material costs as explained below.

The library's outreach services benefit the offsite facilities by providing resources and/or enrichment activities to the facilities' clientele. The success of the library's outreach services necessarily depends on the cooperation of the offsite facilities.

In consideration thereof, the offsite facility hereby agrees as follows:

1. The library's code of conduct applies to the library's outreach services provided at the facility. The library's code of conduct can be found at <https://mentorpl.org/wp-content/uploads/Behavior-Conduct-Policy-updated-11.17.21-res.-.pdf>.
2. The offsite facility will provide the library with the name and contact information for a representative of the offsite facility who will act as liaison between the library and the offsite facility. The liaison will work with the library to coordinate and facilitate the provision of the outreach services provided by the library.
3. The offsite facility will notify the library immediately of any changes to the identity and/or contact information for the liaison.
4. The liaison will work with the library to determine the outreach services to be provided and to develop the procedure for the provision of the outreach services.
5. The library will only provide the agreed upon outreach services. The library will not provide supervision, care, or physical assistance to the offsite facility's clientele, or otherwise assist the offsite facility in providing the offsite facility's services to its clientele. Further, the library will not enter the personal rooms of the offsite facility's clientele.

6. The offsite facility must have appropriate staffing present at all times during the outreach services to meet the needs of its clientele.
7. Library programming which has a material cost will be discussed with the offsite facility ahead of time so that an agreement can be reached on responsibility for the expenses.
8. The offsite facility takes responsibility for library materials delivered to the offsite facility for facility program use or for distribution by a facility employee to clients and assumes financial responsibility for any items that are lost or damaged. Facility clients receiving direct services from the library through their own agreements assume responsibility for the items they receive.
9. Library materials that are overdue for thirty days or more will be deemed lost. The offsite facility will pay the replacement cost of any lost library materials which were provided to the offsite facility for facility program use or for distribution by a facility employee to clients.
10. The library reserves the right to cancel and/or discontinue outreach services at any time.
11. Any library materials that have been provided to the offsite facility for program use or to be distributed by facility staff to its clientele will be returned to the library within 14 days of the cancellation or discontinuation of outreach services. Library materials that have not been returned within 14 days of cancellation or discontinuation of outreach services are deemed lost. The offsite facility will pay the replacement cost of any lost library materials.

Name of Offsite Facility: _____

Facility Contact Person: _____

Address: _____

Phone Number: _____

Email Address: _____

Name of Mentor Library Contact: _____

Phone Number: _____

Email Address: _____

Director/Administrator

Date

Mentor Public Library

Date