

# TOWN OF TWO HILLS PUBLIC LIBRARY BOARD POLICY MANUAL

**Category:** Community Relations/Promotions  
**Policy Number:** 301  
**Title:** Cooperation with Community Agencies and Clubs

## **Policy Statement:**

The Librarian will co-operate with other agencies and organizations to promote library related events.

## **Guidelines and Procedures:**

1. Cooperation will take the form of the following:
  - 1.1 Shared planning, sponsorship of services and programs with other agencies.
  - 1.2 Agreements to share available space.
  - 1.3 Consultation with other libraries in the area when developing acquisitions and loan policies.
  - 1.4 Policies to enable information and materials to be exchanged or loaned to other community libraries or agencies.
2. The Library Manager shall make the community aware of the library's objectives and services by participating in community events.
3. The Library Board will encourage cultural, arts and crafts groups in and around the community to use the library for promoting their cause. Groups using the facility must consult the Library Manager prior to use.
4. The facility would be available provided the library manager or a board member is responsible for the premises.
5. Rates will be dependant upon the event at the discretion of the board or library manager.  
See Bylaw 2, Schedule A
6. The library manager will be compensated for supervising meetings held after hours.

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