

Partnership and Collaboration Policy - Lawrence Library

Purpose

The Lawrence Library recognizes the value of collaboration with community organizations, local government entities, educational institutions, and nonprofit groups. Such partnerships can enhance library services, create a positive community impact, and strengthen the library's role as a community hub. This policy establishes guidelines to ensure that collaborations align with the library's stated mission, respect library staff capacity, and represent equitable partnerships.

Mission

The mission of the Lawrence Library is to provide quality services, resources, and lifelong learning opportunities through books and a variety of other formats to meet the informational, educational, cultural, and recreational needs and interests of Pepperell residents. Our mission helps connect people with information, ideas and experiences to provide enjoyment, enrich lives and strengthen our community.

Guiding Principles

1. **Mission Alignment:** All proposed partnerships must support the library's mission, strategic goals, and values.
 2. **Equity and Mutual Benefit:** Collaborations must demonstrate a balanced distribution of responsibilities, resources, and recognition among all participating organizations.
 3. **Resource Stewardship:** The library must ensure that library staff time, facilities, and financial resources are used responsibly and sustainably.
 4. **Transparency and Accountability:** Library staff roles, expectations, and outcomes should be clearly defined in writing before any partnership is approved or publicized.
 5. **Community Impact:** The collaboration should provide measurable or observable benefit to the residents of Pepperell.
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Partnership Criteria

Proposals for partnership or collaboration should include:

- A description of the project or event, including goals and intended outcomes.
 - The specific contributions and responsibilities of each partner organization.
 - A timeline for planning, implementation, and evaluation.
 - Identification of any required use of library space, staff, or materials.
 - Plans for shared promotion, publicity, and credit.
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Library Role and Capacity

- The library will participate in partnerships only when staff capacity allows and when the expected outcomes justify the commitment of library resources.
 - The library will not assume primary responsibility for the success or logistics of events or initiatives proposed by outside organizations unless explicitly agreed upon in advance.
 - The library reserves the right to decline or discontinue partnerships that place disproportionate demands on library staff, facilities, or resources.
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Recognition and Credit

All publicity and communication related to collaborative projects must accurately represent the roles of all partner organizations. The Lawrence Library must be acknowledged in all promotional materials for projects to which it contributes.

Approval and Oversight

The Library Director, in consultation with the Board of Trustees when appropriate, will review partnership proposals. Final approval will be based on alignment with this policy and with the library's mission and capacity.

Policy Review Schedule

This policy shall be reviewed by the Library Director and the Board of Trustees every three years, or sooner if circumstances, staffing, or community needs indicate that revision is warranted. The date of each review shall be noted above.

Approved by the Lawrence Library Board of Trustees 11/5/2025.