


# CITY OF GRAND PRAIRIE

## LIBRARY POLICIES

Section 700: <b>Library Programming and Outreach</b>	Approved By:  Library Director
No. 701: <b>Program Development and Presentation</b>	
Effective Date: 8/15/2025	Supersedes: 1/23/2025

701.1 **Purpose:** The Grand Prairie Public Library is dedicated to delivering high-quality, engaging, and relevant programs that meet the diverse needs of our community. This policy outlines the framework for developing and approving programs within the library system. The policy applies to all library-sponsored programs, whether in-person, virtual, or offsite, and includes collaborations with outside organizations.

701.2 **Program Planning and Development:**  
Library programs are an essential service, aimed at promoting literacy, lifelong learning, and community engagement. The following principles guide the development of all programs:

- *Community Needs and Interest:* Programs are designed based on careful assessment of community needs, feedback, and high-interest topics. Data collected from surveys, usage statistics, and community input will inform program development.
- *Innovation and Creativity:* The library encourages innovation and creativity in program design to engage audiences of all ages and backgrounds. New and experimental formats are welcomed to ensure programs remain fresh and relevant.
- *Age Appropriateness:* Programs are clearly targeted toward specific age ranges (children, teens, adults, or all ages) to ensure appropriateness and effectiveness. Clear communication will be provided on the intended audience for each program.

701.3 **Funding Allocation:** The allocation of program funding is under the authority of the Administrator of Programs. Funding is distributed to programmers based on their portfolio of responsibilities and the programs they lead according to their areas of expertise. Funding decisions will take into account:

- *Equitable Distribution:* Resources are distributed equitably across programming areas (e.g., children's, teen, adult, family, and outreach programs) to ensure balanced opportunities for all patrons.
- *Cost-Effectiveness:* Program proposals must include a budget outline, demonstrating that the program will utilize funds effectively while delivering maximum community impact.
- *External Funding:* Where applicable, programs may seek supplemental funding through sponsorships, or partnerships.

**CITY OF GRAND PRAIRIE LIBRARY  
POLICIES**

Section 700: **Library Programming and Outreach**

No. 702: **Outreach**

Effective Date: 8/15/2025

Approved By: 

Library Director

Supersedes: 1/23/2025

702.1 **Purpose:** The Grand Prairie Public Library is committed to extending its services beyond physical locations to engage and serve the entire community. Outreach efforts focus on promoting literacy, lifelong learning, and broad access to library resources. Our goal is to support those who may have limited access to library services, foster community connections, and increase awareness of library offerings.

702.2 **Approved Outreach Activities:** Library outreach may include, but is not limited to, the following:

- **Community Events:** Participation in city-wide events, festivals, and fairs that align with the library's mission.
- **Educational Partnerships:** Collaborations with schools, daycare centers, after-school programs, and educational institutions to provide literacy and STEM-based programming.
- **Senior and Assisted Living Visits:** Book deliveries, reading programs, and technology training at senior centers and assisted living facilities.
- **Cultural and Heritage Celebrations:** Library-led activities at community events that highlight various cultural traditions and historical observances.
- **Local Business and Workforce Development Events:** Participation in job fairs, career readiness workshops, and literacy programs in partnership with local businesses.
- **Social Services Support:** Partnerships with shelters, food banks, correctional facilities, and social service agencies to provide resources and programming for those in need.
- **Health and Wellness Outreach:** Collaborations with healthcare organizations to offer health literacy programs, wellness workshops, and support group resources.

All outreach events must be approved by the Administrator of Programs to ensure they align with library priorities and resource availability.



702.3 **Restrictions on Outreach Activities:** The library does not participate in the following types of outreach:

- Events or partnerships with political organizations, religious groups, or entities that promote a specific ideology, unless they are, based on the determination of the Administrator of Programs, educational in nature.
- Activities that conflict with the library's mission, values, or policies.
- Private or commercial events where participation would imply endorsement of a business or product.

702.4 **Mobile Library Request Policy:** The Grand Prairie Public Library operates mobile library services to bring resources directly to the community. The mobile library may be requested for events that meet the following criteria:

**Eligible Events for Mobile Library Requests:**

- Community Festivals and Fairs - Large-scale public events where library services can engage a broad audience.
  - These events are subject to the same limitations set forth in Section 702.3 above.
- Educational Visits - School, daycare, or after-school program visits where the mobile library provides books, literacy activities, or library card sign-ups.
- Nonprofit and Social Service Events - Programs serving individuals who may have limited access to library services, such as homeless outreach, senior programs, and disability support.
- City-Sponsored Events - Events organized by the City of Grand Prairie or in direct partnership with city departments.

**Ineligible Events for Mobile Library Requests:**

- Private parties, corporate events, or for-profit activities.
- Events requiring on-site sales or solicitation.
- Locations without adequate space, accessibility, or parking for the mobile library vehicle.
- Locations outside of Grand Prairie city limit unless approved by the Library Director.

**Request Process:**

- Requests must be submitted at least four weeks in advance by emailing the Outreach Supervisor per the "Invite the Library to an Event" webpage on the library's website.
- All requests will be reviewed by the Administrator of Programs, and approval will be based on availability, staffing, and alignment with library outreach goals.

- The library reserves the right to decline requests that do not meet policy criteria.
- The library reserves the right to decline requests due to staffing and scheduling conflicts.

702.5 **Evaluation and Reporting:** To ensure outreach effectiveness, library staff will:

- Collect attendance data and community feedback after each outreach event.
  - Evaluate impact and make recommendations for future outreach improvements.
  - Maintain records of outreach activities to guide strategic planning and community engagement efforts.
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701.4 **Program Submission and Approval:** All programs must undergo a formal submission and approval process to ensure they align with the library's mission and goals:

- *Proposal Process:* Programmers must submit a detailed proposal outlining the program concept, objectives, target audience, budget, and expected outcomes. Proposals must be approved by the Administrator of Programs.
- *Approval Criteria:* Proposals are evaluated on their alignment with the library's strategic goals, community relevance, inclusivity, resource availability, and potential impact.
- *Evaluation:* After completion, each program will be evaluated through feedback from attendees, participation numbers, and internal assessment. Programmers summarize successes, challenges, and areas for improvement.

701.5 **Program Inclusivity and Accessibility:** The Grand Prairie Public Library is committed to ensuring that all programs are inclusive, accessible, and respectful of the diverse cultural, linguistic, and socio-economic backgrounds of our community. All programs will:

- Reflect the cultural and linguistic diversity of our patrons, ensuring that programs are relevant and welcoming to people of all backgrounds.
- Be accessible to individuals with disabilities. The library will make reasonable accommodations upon request.

701.6 **Collaboration and Partnerships:** To expand the reach of library programs, the Grand Prairie Public Library may collaborate with external organizations, community groups, experts, and other city departments. All partnerships must:

- **Align with Library Mission:** Collaborating organizations must share the library's mission to provide inclusive, educational, and enriching programming.
- **No Endorsement:** While the library partners with external organizations, this does not constitute endorsement of any particular viewpoint, commercial enterprise, or political affiliation.
- **Non-Profit Preference:** Priority for collaboration will be given to non-profit organizations, government agencies, and educational institutions.

701.7 **Marketing and Promotion:** To ensure strong attendance and community engagement, the library will:

- Utilize various platforms, including social media, the library's website, email newsletters, library service guides, and physical posters/flyers, to promote programs to all demographics.



701.8 **Program Evaluation and Assessment:** All programs are subject to periodic evaluation to ensure they continue to meet the needs of the community:

- The library will gather feedback from participants through surveys, attendance, and informal discussions. This feedback will inform future programming decisions.