

**PURPOSE:**

To increase awareness of Library programs and services as well as reaching underserved communities. Outreach services are provided by individual Library locations through the coordinated effort of the Outreach staff. Outreach Services strive to create consistency of programming across Chesapeake, strengthen existing partnerships, create new partnerships and increase visibility of Library services.

Outreach services focus on six types of events:

1. Early Literacy Classes
  - a. To qualify Childcare Centers must be licensed and have at least 15 children ages 3-5 enrolled.
  - b. Outreach will provide a maximum of 2 ELC-based Story-times, 15-20 minutes in length, once a month.
  - c. Centers with Institutional cards can keep a collection of 30 charged items for up to 5 weeks.
  - d. Theme books will be provided as available.
2. Curriculum Enrichment Classes
  - a. To qualify, locations must be a licensed private facility, school group or community organization that will have a minimum of 15 participants for a planned event.
  - b. Events may be requested as a one-time event or a series as staff availability permits.
3. MakerVan
  - a. To qualify locations must be a licensed private facility, school group, City department or community organization that will have a minimum of 15 participants for a planned event.
  - b. Events may be requested as a one-time event or a series as staff availability permits.
4. Community Engagement Service
  - a. The event must provide a service or enrichment to the citizens of Chesapeake.
    - i. Free community events will take priority over ticketed events.
    - ii. Ticketed events cannot use the Library as part of their solicitation.
    - iii. Stops that are along current routes may be given priority.
  - b. Sufficient staff and resources must be available.
  - c. Locations should allow cellular equipment and other independent electronic equipment to operate consistently.
  - d. Staff will coordinate to avoid duplication of services provided by other Library locations.
  - e. There must be room to maneuver and park the MEs to provide service.
  - f. Events will be evaluated on how they reflect on the mission of Outreach Services and the staffing and resources required to provide the service.

Requests can be made through the following link:

<https://discover.infopeake.org/outreach-services-form/>