



Propose a Program at the Library

If you or your organization would like to work with the library on a specific program, share your idea with us, using the form on the reverse.

Program Criteria

When deciding whether to collaborate on programming with community members or organizations, we look at how the proposed program:

- Aligns with the library's strategic plan and organizational vision and values. You can find the plan online at www.OrangeCountyLibrary.org
- Reflects community needs and interests,
- Relates to library collections, resources, programs and displays, and
- Contributes to the variety and balance of existing programs.

We also take into account the:

- Appropriateness of content for the intended audience,
- Presenter's background, reputation and qualifications, and the
- Availability of program space, staff time and budget.

If a program is approved, other documentation such as a W-9 or a background check may be required.

Thank you for your interest in collaborating with the library!

Program Proposal Form

*Required information

Your Name* _____

Name of Organization or Group, if applicable _____

Email Address* _____

Phone Number* _____

Street Address* _____

City/State/Zip* _____

Website: _____

Program Name* _____

Intended Audience/Age Range* _____

Intended Date of Program/Frequency* _____

Description* _____

If you've offered this program in other venues, please list them here

Submit this form to a staff person at any of our service desks or email the completed form to Caroline Clucas, Outreach and Community Engagement Coordinator, at cclucas@orangecountync.gov. Thank you for your interest in collaborating with the library.