

## **Palisades Free Library Programming Policy**

### **Purpose**

The purpose of programs at the Palisades Free Library is to fulfill the Library's mission as a public resource for education, enlightenment, and public discourse.

Ultimate responsibility for programming rests with the director, under the authority of the board of trustees. The director delegates the management of programs to the librarians.

### **Content**

The sale of products at a Library program is not allowed without prior permission. Presenters must notify the Library at the time of the agreement if he or she wishes to sell a product. Presenter agrees to a 15% donation of said sale proceeds to the Palisades Free Library. Programs are not to be used for commercial, religious, or partisan purposes or the solicitation of business.

Selection of topics, classes, events and their presenters will be made by Library staff based on:

- Community needs and interests
- Presentation quality
- Presenter background/qualifications in content area
- Historical or educational significance
- Budget

The Library may develop programs and partner with other community organizations or individuals. Collaboration decisions are made on the basis of mutual needs and equitable benefits between the Library and potential partners.

Performers and presenters will not be excluded from consideration because of their origin, background, or views, or because of possible controversy. Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by participants.

### **Registration and Attendance**

All Library programs are open to the public. A fee may be charged for certain types of Library programs, such as programs that require supplies, multiple sessions, or higher than average speaker/presentation fees or other programming costs. The Library reserves the right to set age limits for all programs.

For planning reasons, registration will be required for most events. The Library reserves the right to limit the attendance at events due to wishes of the presenter or space considerations. A waiting list will be compiled and efforts will be made to confirm attendance prior to the event or program.

The Library reserves the right to cancel a program due to low registration. Programs scheduled on a day when the Library is closed due to inclement weather, building maintenance issues, or local emergency are automatically cancelled. Rescheduling is at the discretion of the Library.

### **Miscellaneous**

The Library staff is responsible for press releases and public notification for Library programs. Any advertisement or promotion of a program must be approved by the Library. External organizations or individuals partnering with the Library on programs must coordinate marketing efforts with the Library.

The Library may take photographs at Library programs for internal use, display, and evaluation purposes. Local publications may photograph or film Library events with express permission from the Library. Program presenters, speakers, and participants may bring and use cameras or videotape equipment to record the program for personal use with express permission from the Library.

Adopted by the Board of Trustees April 13, 2016

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