

Leonia Public Library Program Policy

Library programs should help the library fulfill its mission in the community - to provide information, education, and recreation for library users.

All library programs shall be open to the general public, but some programs may be designed with specific audiences in mind, i.e. children's programs, toddler's program's and parenting programs. They should be publicized as such.

Programs held in the library should not exclude topics, books, speakers, media and other resources because they might be controversial.

Acceptance of a program topic by the library **does not** constitute an endorsement by the Leonia Public Library or the group's or individual's policies or beliefs.

The library **does not** offer present programs that are purely commercial, political or religious in nature.

Concerns, questions, or complaints about library-initiated programs should be referred to the library administration.

In all instances the meeting room policy and procedures apply.

The library offers two different types of programs: 1) ones that are officially sponsored or co-sponsored by the library and appear as part of our monthly program offerings list, 2) programs not sponsored by the library in which the programmer will be responsible for promotion, setup and cleanup, etc. Private meetings may also be scheduled at the library. For these arrangements, the Meeting Room Policy and procedures apply.

In instances where the library is solicited by a programmer who charges a fee for his/her program, the library reserves the right to accept or deny such requests. The library will consider all offers in relation to the library's mission, programming goals, staff availability, room availability and budget restrictions.

In instances where the library is approached to host a public program that does not charge a fee, the following applies:

- If the request is made by a Leonia resident or Leonia based group (more than 50% of its membership residing in Leonia and the mission of the group serving or relating to Leonia) and the group or proposed program is not purely political, religious or commercial, the library will make every effort to host the program.
- If the request is made by a group or individual not residing in Leonia, the library reserves the right to accept or deny such requests in consideration of the library's mission, programming goals, staff availability, room availability, budget restrictions and service to Leonia based organizations and individuals.
- The library may choose to co-sponsor a program in coordination with the programmer and add it to our list of official library sponsored program offerings.

Library Programs Not Sponsored by the Library

In the event that the library agrees to host a program, but not as a co-sponsor of that program, the following will apply:

The programmer will be responsible for all promotions (press releases, flyers, etc.) of the event.

The programmer will be responsible for all refreshments, as well as clean-up.

The programmer will be responsible for adhering to library hours. Programs must be concluded, all cleanup completed and all attendees and organizers having exited the library by no later than fifteen (15) minutes before the library closes.

In the case of artist receptions, invitations, refreshments, clean-up is entirely the responsibility of the programmer.

Receptions should be scheduled to begin at least 1 (one) hour after the library opens and to end at least 1 (one) hour before the library closes to allow ample time for set-up and clean-up during business hours.

Receptions should last no more than two (2) hours.

Library Sponsored Programs

The Library will be responsible for publicity and promotion, provided the programmer gives the library biographical and program information at least six (6) weeks in advance.

The library will be responsible for room set-up

The library will pre-arrange for refreshment.

If the program is for a fee, the programmer will need to furnish the library with an invoice that includes the following information: name, address, phone/email, brief description of the program, date of the program, and the organization's or individual's tax ID number so that a check may be drafted. This should be done at least six (6) weeks before the program date.

All personal information received by the library as part of the fee procedure will not be used for any other purpose than to process payment for services.

The Library reserves the right to modify this policy at any time.

Approved by the Board of Trustees of the Leonia Public Library on November 18, 2015

