

## **Program Policy**

Programming is an integral part of the service provided by the E.C. Scranton Memorial Library. Library staff plan and implement programs that support the Library's mission using the following criteria:

- Programs meet the needs and interests of the community
- Popular appeal
- Historical, cultural, informational, or educational significance
- Availability of meeting room space
- Background and qualifications of presenter in content area
- Supports and promotes the Library's collections and resources
- Connection to community partners and agencies
- Budget

Additionally, all programs must adhere to criteria set up in the Library Meeting Room Use Policy.

A signed performer contract is required by the Library for all presenters/performers.

All publicity will either be created or approved by library staff. Promotion of a program does not constitute an endorsement by the Library of the views, beliefs, or policies of the presenter or program.

### **Presenters:**

- Presenters cannot require signups or collect contact information from program attendees. Presenters may provide their contact information after a program has concluded so that attendees can voluntarily contact them if they so choose.
- Presenters are encouraged to donate a copy of their work to the library for possible inclusion in the library collection in accordance with the Gift and Donation Policy.
- The Library is not in any way involved in the sale of any pertinent items. The presenter may post prices and/or a price list. No commercial transactions are permitted on Library property except with prior permission from the Library Director.

### **Attendance:**

- Registration may be required when space is limited.
- The Library reserves the right to deny attendance at programs with specific age restrictions or those who become disruptive to others in attendance.
- The Library reserves the right to photograph/record individuals and groups attending library services and programs for use on social media, the Library's website, and related promotional and outreach materials.
- Participants may request from a staff member that their image, or that of their child, not be used by the Library for these purposes.

- Library sponsored programs will be free and open to the public.

*Approved by the Library Board of Trustees 5/19/2020.*