

PROGRAMMING POLICY

The Library supports its mission of connecting people with the world of ideas and information of literary and educational materials by developing and presenting programs that provide additional opportunities for information of artistic, cultural and educational learning, and entertainment.

Programming is an integral component of library service that:

- Expands the Library's role as a community resource.
- Introduces patrons and non-users to Library resources.
- Provides entertainment.
- Provides opportunities for lifelong learning.
- Expands the visibility of the library.

Ultimate responsibility for programming at the Library rests with the Director, who administers under the authority of the Board of Trustees. The Director utilizes the Program Director who then through their expertise of collections, services and facilities in developing and delivering programming. The Program Director uses the following criteria in making decisions about program topics, speakers, and accompanying resources:

- Community needs and interests.
- Availability of program space.
- Treatment of content for intended audience.
- Presentation quality.
- Presenter background/qualifications in content area.
- Budget.
- Relevance to community interests and issues.
- Historical or educational significance.
- Connection to other community programs, exhibitions or events.
- Relation to Library collections, resources, exhibits and programs.

In addition, the Library draws upon other community resources in developing programs and actively partners with other community agencies, organizations, educational and cultural institutions, or individuals to develop and present co-sponsored public programs. Professional performers and presenters that reflect specialized or unique expertise may be hired for Library programs; performers and presenters will not be excluded from consideration because of their origin, background, or views, or because of possible controversy.

All Library programs are open to the public. A fee may be charged for certain types of Library programs. The Library's philosophy of open access to information and ideas extends to Library programming, and the library does not knowingly discriminate through its programming. Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by participants, and program topics, speakers and resources are not excluded from programs because of possible controversy.

Registration may be required for planning purposes or when space is limited. Programs may be held on site at the Library/Theater, or off site. Any sales of products at Library programs must be

approved by the Library Director and benefits the Library. Programs are not used for commercial, religious, or partisan purposes or the solicitation of business.

External organizations or individuals partnering with the Library on programs must coordinate marketing efforts with the Library's Program Director.

The Library welcomes expressions of opinion from customers concerning programming. If a customer questions a library program, he/she should address the concern with the Library's Program Director or the Library Director.

PROGRAM PRESENTERS

For larger programs/presenters who may have overnight accommodations, etc.:

- All travel expenses should be all inclusive in the fee presented to library.
- In addition, presenters should be performing their own copyrighted materials and paying for their own music royalty license fees.

STIPEND FOR PRESENTERS

If a program presenter offers an event free and no fee is declared or negotiated.

The District library will compensate the presenter for their time/travel expenses, with prior approval.

- Presenters who reside inside geographic area defines as Presque Isle County, Alpena County, Cheboygan County, and Montmorency County: \$50
- Presenters who reside outside of district library area: \$150

Adopted: November 9th, 2016

Amended: July 10th, 2019

Amended: March 9th, 2022



Presenter Guidelines / Application

NAME (TYPE) OF EVENT / PROGRAM:

DATE(S) / TIME(S) OF EVENT:

SHORT DESCRIPTION:

TARGET AUDIENCE:

TYPE OF EVENT/PROGRAM:

- Educational** / Informational: provides participants with knowledge or skills.
- Cultural**: reflects and/or celebrates cultural diversity, inclusiveness, and/or cultural education.
- Recreational**: provides participants with a sense of community, engagement, and/or social interaction, through shared experience, discussion, or connection.

NAME OF PRESENTER/AGENT:

PRESENTER CREDENTIALS (QUALIFICATIONS FOR PRESENTING TOPIC):

ADDRESS OF PRESENTER/AGENT:

PHONE AND EMAIL FOR PRESENTER/AGENT:

A/V EQUIPMENT NEEDED:

GUIDELINES FOR PRESENTING – PRESENTERS MUST SIGN BELOW AS ACKNOWLEDGEMENT OF UNDERSTANDING:

1. Presenters may not appear to endorse or promote any particular candidate, political party, campaign, ideology, or belief system. Programs with religious or political content should be presented from a scholarly point of view and avoid praying, proselytizing, recruiting, and/or endorsing particular campaigns, candidates, or any above mentioned.
2. Presenters must adhere to the originally agreed upon and promoted subject matter of the presentation.
3. The presenter may not directly promote any for-profit business, product or service to program participants. One exception to this rule is for an author/artist/musician who has specifically been invited by the Library to give a presentation, workshop, exhibit, or concert. Authors/artists/musicians can sell their books/work/CDs/DVDs during or after a program, but they must either work with a bookstore or bring their own assistant to handle these transactions. The presenter’s time should be devoted to presenting the program and answering questions.
4. Presenters may not collect or request personal information or compensation from attendees. This includes names, addresses, emails, or other information, except in recurring group settings (such as book clubs) where attendees volunteer the information to a facilitator for the purpose of communicating emergency cancellations, or other pertinent information.
5. Presenters may not actively hand out or distribute flyers, brochures, business cards, or other organizational/business publications at any time. Presenters are permitted to set this information on a table for attendees to take, if they wish.
6. Presenters consent to photos during the event along with promotional material distributed before/after event.
7. Language must be acceptable for all audiences. Ensure that jokes and stories are age-appropriate, and don’t single out or marginalize a particular group of people. Refrain from swearing or other offensive language.

Presenter’s Signature of Acknowledgement

Date