

**APPALACHIAN REGIONAL LIBRARY
PROGRAMS POLICY**

Approved 7/17/2014

The Appalachian Regional Library conducts cultural and educational programming to fulfill its mission “to promote the power of knowledge, the joy of reading, and the spirit of imagination; to support and encourage life-long learning; and to contribute significantly to the sense of community and the economic well-being of Ashe, Wilkes, and Watauga Counties.”

The Library presents two types of programs: (1) those that are solely library-sponsored and (2) those that are co-sponsored by other organizations, agencies, or individuals. All types of programs in the library are held within normal operating hours; exceptions must be approved by the County Librarian.

Library-Sponsored Programs

Library-sponsored programs are planned, administered, and funded by one of the County Libraries using local library or State Aid to Public Library funds. A designated library staff member must be available during a library-sponsored program to help the program run smoothly, resolve problems, and ensure that the meeting place is properly cleaned up and secured once the program is concluded.

Selection of library program topics, speakers, courses, classes, and resource materials are made by library staff on the basis of the mission and priorities of the library. Library programming will not exclude topics, books, speakers, media and other resources because they might be controversial.

Each County Library will promote its programs through all available means in order to encourage program attendance and to market the library’s resources.

Except for fund-raising events for the library, all library sponsored programs are free and open to the general public. If approved by the County Librarian, fees may be charged for supplies such as craft materials, food ingredients, or workbooks that are to be used in a program. Attendees will not be required to purchase such supplies in order to attend.

Pre-registration may be required to estimate probable attendance and/or for communication purposes in the event of schedule changes or cancellation of a program. Such registration information remains the confidential property of the library.

Co-Sponsored Library Programs

Co-sponsored programs are provided jointly with an individual, non-profit, for-profit, or governmental organization, which must assume partial, and may assume entire, responsibility for planning, administering, advertising, presenting, and funding the program.

Except for fund-raising events for the library, all library co-sponsored programs are free and open to the general public. Fees charged for supplies to be used during a program such as craft materials, food ingredients, or workbooks must be approved by the County Librarian prior to being advertised. The purchase of such items cannot be required for attendance.

The Library will not co-sponsor a program which seeks to promote the doctrines, beliefs, political positions, services, or products of any particular presenter or organization. Co-sponsored programs

must meet the same criteria as library programs with regard to relating to the library's mission statement and the interests and needs of the community. Any advertising or promotional materials created by a co-sponsor must be approved by the County Librarian before publication or distribution.

With the exception of an author making a presentation and having his/her book(s) available for sale to the public, neither a co-sponsoring organization nor an individual may promote or sell products or services during a program.

Distribution of promotional material for a product or service during a program is prohibited. However, presenters may distribute a sign-up sheet which can be used by attendees to request additional information or to be placed on a mailing list. Such sheets must be seen and approved by the County Librarian prior to the program. Business cards may be made available to attendees.

A designated library staff member must be available during a co-sponsored program to help the program run smoothly, resolve problems, and ensure that the meeting place is properly cleaned up and secured once the program is concluded.

All requests to co-sponsor a library program must be approved by the County Librarian. Acceptance of a program proposal depends upon its suitability with regard to the library's mission and service priorities, library's staff availability, availability of funds, and the programming schedule. Programs will be scheduled during normal Library hours.

All co-sponsoring individuals or organizations will receive a copy of this policy, will fill out and sign the attached Co-sponsored Program Form, and will agree to abide by this policy prior to the date of the co-sponsored program.

For public use of Library space other than that addressed in this policy, please refer to the Meeting Room Policy.

CO-SPONSORED PROGRAM FORM

I, _____, representing

(Organization, agency, or company)

have received a copy of the Appalachian Regional Library Programs Policy and agree to

abide by it for our co-sponsored library program on _____.
(date)

The title of the program is _____.

It will be held _____.
(site and time)

The Library staff member involved is _____.
(signature and date)

County Librarian _____
(signature and date)