

Programs & Events Policy

Approved By: Board of Library Trustees

Approval Date: October 23, 2007

Effective Date: October 24, 2007

Policy:

One mission of the Suffern Free Library is to provide innovative services and programs that enrich the lives of the residents of the Ramapo Central School District. To ensure that we fulfill our mission, the library offers programs and events of an educational, informational, cultural and recreational nature.

Definition:

A program or event is a planned public activity for two or more people that takes place at the library and is sponsored or co-sponsored by the library. Among others, a program or event can be a storytime, lecture, workshop, class, craft, discussion group, performance, reading or demonstration.

Regulations:

1. Library staff welcomes suggestions from the community for programs and events.
2. Library staff or “professionals” and/or “experts” in their field may be selected to present a program or event.
3. Professionals or experts must submit a written proposal for their presentation including a resume outlining their qualifications.
4. All written proposals will be reviewed by the designated staff. Due to the large volume of proposals received, the Library staff cannot reply to or contact all presenters.
5. Library staff has the initial authority to decide which proposals to accept and which programs and events to offer. The Library Director shall have the authority to make a final decision on all programs and events.
6. Selection of programs and events is based upon various factors including *but not limited to* budget, prior history, qualification of presenter, variety, past attendance figures, timeliness, mass appeal, interests and needs of library users, compatibility with the library’s mission, vision, values and goals.
7. The viewpoints and opinions expressed at the programs or events are not necessarily those of the Suffern Free Library and/or library staff members.
8. Programs and events are presented for people of all ages.
9. The Community Services Coordinator selects programs for adults. The Children’s Room staff selects programs for children up to sixth grade. The Young Adult Librarian selects programs for

teens (7th – 12th graders). The Tween Programming Coordinator selects programs for kids ages 10-14.

10. For discussion groups, the facilitator selects the titles to be discussed.
11. Programs may not be used for the direct marketing or sales of products or services, or for any activity or purpose that is primarily commercial in nature.
12. Presenters may not hand out business cards. However, a business card may be handed to an individual who personally requests one at the end of a program.
13. The Library does not profit from programs. Some programs may require a materials fee to off-set the expenses associated with the program.
14. The Suffern Free Library may limit programs to residents of the Ramapo Central School District.
15. The Suffern Free Library may limit the attendance at programs and events.
16. Programs may require advance registration. Unless otherwise noted, registration will be done online through the library's website.
17. Participation in certain children's, tween's and teen programs may be restricted by age. Attendees who do not meet the age requirement will not be permitted to participate and may be asked to leave a program. Children may register for a storytime program in the children's room that is one age level lower than their age, but they may not register for a program that is for older children.
18. Children's Storytime:
 - A child may be registered for only *one* weekly storytime program.
 - Programs for children may require parental consent and/or attendance.
 - We do not allow walk-ins for storytime sessions which require prior registration.
19. The Library may choose to co-sponsor programs and events with agencies, businesses, organizations and others.
20. Library staff may solicit funding for programs and events from grants, organizations or corporations. Co-sponsors will receive proper credit in all promotional materials.
21. The sale of products at a Library program is limited to:
 - Authors selling books
 - Musicians selling CDsThe Library Director has the right to grant exceptions to this rule.
22. The Library reserves the right to cancel or postpone a program or event.

23. Parents/Guardians of children under the age of 8 must remain in the library while the child attends the program or event.

24. The Library reserves the right to insist upon the removal of anyone behaving inappropriately at an event. Please refer to Suffern Free Library's "Code of Conduct: Rules and Regulations for Public Behavior" which states, *"Any behavior, which interferes with the use of the library by others, is prohibited...Violation of these rules may result in exclusion from the library building and/or suspension of library privileges."*