

Library Sponsored and Co-Sponsored Programs in the Library Policy

Policy Statement

The Clinton-Macomb Public Library sponsors and co-sponsors planned public activities in the library for civic, cultural or educational purposes.

Regulations

1. A program can be, but is not limited to, a presentation on library services, storytime, lecture, workshop, discussion group, performance, reading, booktalk, puppet show, demonstration, guided facility tour or panel discussion and is provided for adults, young adults and/or children in groups of two or more.
2. Library staff determines and approves topics, speakers, frequency and resource materials for library sponsored programs based on the interests and information needs of the community.
3. Library co-sponsored programs may be conducted in cooperation with government agencies, educational institutions, civic organizations, Friends of the Library or other organizations approved by the library director, head of community relations, marketing and development or department head.
4. Presentations may be conducted by library staff, trustees or other authorized representatives, authors and performers, but shall not include speakers representing for-profit or commercial businesses.
5. Registration and other requirements such as residency or grade level may be required for a program depending upon its nature and supply needs. The minimum or maximum number of attendees will be determined by library staff in cooperation with any co-sponsoring organization. Registration for programs is limited to individuals unless otherwise permitted by the program organizer.
6. The head of community relations, marketing and development is responsible for overseeing the scheduling, promoting and detailing any required room setup for all library sponsored programs and for coordinating these same needs with a co-sponsor.
7. Guided Facility Tours
 - A. Group presentations or tours are available to organizations in Clinton or Macomb Townships.
 - B. Tour requests may be made by contacting any member of the library staff.
 - C. Tour requests must be approved by a library department head or the library director.

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- D. Presentations and tours are subject to available staff. Requests should be made at least three weeks in advance.
8. Sale or distribution of products, printed information or services at library programs is limited to the following items as approved by the library director.
 - A. Copies of a featured author or performer's work.
 - B. Supplies for programs, printed information and items for sale by the library or Friends of the Library.
 - C. Learning materials, course credits or food services offered by a non-profit group and not intended as a fund-raiser.
 - D. Any exceptions to these limits must be requested in writing and approved in advance by the library director.
 9. The library may accept financial support or donations of goods or services to help defray the cost of library programs as long as the program complies with all library policies and practices. Such contributions will be publicly recognized.
 10. No tipping or other payment or compensation to library personnel is permitted.
 11. The library board of trustees endorses the American Library Association's (ALA) *Library Initiated Programs as a Resource: An Interpretation of the Library Bill of Rights* as adopted by the ALA Council.
 12. The library board of trustees does not endorse the views presented in any library sponsored or co-sponsored program.
 13. Concerns, questions or complaints about library sponsored or co-sponsored programs will be processed in accordance with library policies and regulations that govern use of other library resources.

Approved: July 20, 2016
Clinton-Macomb Public Library Board of Trustees