

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. The events held at the library do not indicate the library's endorsement of the issues covered in any presentation.

Regulations

1. A program can be, but is not limited to, a presentation on library services, story time, lecture, workshop, discussion group, performance, reading, booktalk, puppet show, demonstration, guided facility tour or panel discussion and is provided for children, teens and/or adults 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 and according to strategic priorities. Not every program will appeal to or be appropriate for every member 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.
4. Presentations may be conducted by library staff, trustees, authors, performers, and other quality, knowledgeable presenters.
5. Programs shall not be of an infomercial nature with the underlying or explicit intent of selling a product or service and/or soliciting new customers.
6. 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.
7. Library staff are responsible for the scheduling and any required room setup for all library sponsored programs and for coordinating these same needs with a co-sponsor.
8. Guided facility tours
 - A. Group presentations or tours are available to organizations in Clinton or Macomb Townships or who serve a large number of residents of those townships.
 - B. Tour requests may be made by contacting any member of the library staff.

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- C. Tour requests must be approved by a library department head or the Library Director.
 - D. Presentations and tours are subject to available staff. Requests should be made at least one week in advance.
9. Sale or distribution of products, printed information or services at library programs is limited to the following items as approved by the Library Director or a staff member designated 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 fundraiser.
 - D. Any exceptions to these limits must be requested in writing and approved in advance by the Library Director.
10. 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.
11. No tipping or other payment or compensation to library staff is permitted.
12. For programs that culminate in a random prize drawing, the library will distribute prizes to customers according to guidelines established by the Library Director. Eligibility for prizes may be limited by residency, age, and/or grade.
13. The Library Board 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.
14. The Library Board does not necessarily endorse the views presented in any library sponsored or co-sponsored program.
15. 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: February 16, 2022

Clinton-Macomb Public Library Board of Trustees