

## **WESTCHESTER PUBLIC LIBRARY**

### **LIBRARY PROGRAMMING**

#### **RESPONSIBILITY**

The Director will be responsible to the Board of Trustees for the planning, implementation, and evaluation of library sponsored programs assisted by the Assistant Director. All program plans and contracts from library departments must be submitted to the Director for approval.

#### **SCOPE**

Library programming will be guided by the programming goals of the library: to provide information; education and instruction; cultural experience and growth; and meaningful recreation to the residents of the library district.

Staff and volunteer recognition events are also permitted.

#### **OBJECTIVITY AND CONFLICTS OF INTEREST**

Library programming will be politically non-partisan and topically unbiased, serving to provide a forum for the free discussion of ideas and issues of concern to the residents of the library district.

Library Board members and employees may not have a pecuniary interest in or derive a profit from library programming. Board members and employees however, may receive just compensation for programming services and expenses as provided by law.

#### **FEES**

All library sponsored programs will be free from admission or participation charges. Fees may be charged for special materials and handouts, but such fees must be noted in program publicity.

#### **SALES**

Library program presenters are not allowed to solicit or sell products or services in the library. Authors however, may sell and autograph their books.

#### **REGISTRATION AND ATTENDANCE**

Programs requiring pre-registration will be allowed providing that there is an open registration period for the public. The library reserves the right to limit attendance to a pre-determined number of participants as the capacity of the library and the program dictates.

#### **FINANCE**

Basic programming expenses such as honorariums, speaker fees, and media rentals will be provided by the programming account of the Library Operating Fund or the programming account of the Library Gift Fund. Expenses for printing, office supplies and communications may be drawn from either the appropriate accounts in the Library Operating Fund or from programming accounts in the Library Gift Fund.

All food, refreshments and gifts for programming will be provided by the Library Gift Fund and no funds may be provided for these costs from any other Library Fund.

Grants and local contributions may be sought for selected programming.

**PERFORMANCE FEES**

Maximum performance fees will be set by the Director. The present maximum is currently \$100 for single performance by an individual and \$300 for a group performance.

Contact the Director to request exceptions.

**PUBLICITY**

All library programs will be publicized via regular library publicity methods.

**JOINT SPONSORSHIP**

The library may elect joint sponsorship of selected programs with outside groups and agencies when the objectives of both the library and the outside agency can be mutually satisfied.