

# Programming and Book Signing and Policy

## Programming Policy

Library programming will be planned and implemented by library staff under the direction of the Library Director. Volunteers will be used as needed. Programs will be cancelled if we don't have adequate staff to implement an event due to emergencies.

### Programming Guidelines:

- Space and fire code determine the capacity for a program.
- Programming is limited by funds and staffing.
- Youth programs will be free of charge.
- Adult programs may charge a fee to cover material costs.
- Library programs can be on or off site.
- Registration may be required.
- All programs must be open to the public but can be designed with specific audiences or age groups in mind.
- Sales or admissions in the library will be allowed for a library fundraiser.
- Programs will fall comfortably within library hours to facilitate opening and closing the library. The library will seldom offer programming after hours due to staff costs.

### Criteria for programming:

- Is the program relevant to the mission of the library?
- Is the program relevant to community needs and interests?
- Does it promote library resources?
- Is there a variety of programs?
- Will patrons and staff be safe?

## Outside Presenters:

The Library Director will select outside presenters whether paid or volunteer. The Library has the right to decline a program.

### Criteria for Outside Programming:

- Presentation quality as determined by presenter's background, record of presentation, and qualifications in content area.

- Library programs are non-commercial in nature. They don't promote religious, political, or partisan ideals. Occasionally the Library Director may ask a local business to share information as a library program. If information is shared, it will be educational in purpose, rather than a sales presentation.
  - Presenters can have business-related flyers or cards for attendees to pick up after the program. Presenters may also answer questions from attendees following a program, even though the inquiry may be related to for-profit information.

## **Book Signings Proposed**

Only Noble County authors or books about local interests will have book signings at the library.

- The Library Director will approve all book signings and designate the date and location in the library.
- The Meeting Room Policy as well as all other library policies will apply.
- The author may provide snacks. They will provide all necessary supplies and be responsible for clean-up.
- The author will ensure the meeting room capacity is not exceeded.
- The author will provide signs or flyers and advertise the event.
- The library will not purchase a book. The author may donate a copy.
- The library will not be involved in book sales. The author may bring someone to assist them, and the author will need to bring change.
- The author may not interfere with library activities or display materials which are not appropriate for a public venue serving all ages.
- The library has the right to limit the number of Book Signings an author hosts at the library.
- As publishing becomes easier due to new printing platforms, the Library Director may opt to host an Author Event and host several authors and eliminate individual book signings.

The Library Director reserves the right to override policies on an individual basis.

*Approved by the Library Board October 21, 2024*