



Rev. Date: 05-16-07 Pol. No: PUB-1

*Adopted by the Library Board 02-18-04*

## Public Library System

## Library Presented Public Programs

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### Policy Statement:

Public programs at the Scottsdale Public Library are to encourage residents to utilize the Library's services and collections through mission-driven programs and events.

### Regulations:

Public programs presented by the Scottsdale Public Library System will meet the following criteria:

1. Programs are open to the public.
2. Programs are recommended and approved by and through the Adult Programming Committee and/or the Children's Programming Committee.
3. Occasionally, fees may be charged for programs to recover costs associated with the presentation.
4. Programs are informative and educational.
5. Programs are not to promote a particular religious, political or social point of view.
6. Programs are not for the purpose of providing private or commercial gain.
7. Although corporations or individuals may be asked to present a program by Scottsdale Public Library staff, no mention of the corporation or business shall be made in the presentation. Materials may be displayed at the back of the room during the program.
8. Publicity and other promotional materials shall be approved by the Library's Community Relations Coordinator.

### Procedures:

Responsibilities of the Program Organizer:

1. Be aware of presenter's needs prior to the program; i.e., supplies, room set-up, AV, etc.
2. Inform presenter of beginning and end times and program outline.
3. If payment is due to Presenter, the Presenter must sign the City of Scottsdale's appropriate contract in advance of the program and abide by the policies of the Scottsdale Public Library System and the City of Scottsdale.

On-Site Library staff member responsibilities:

1. Coordinate supplies, AV and room setup for the program.
2. Programs shall end 15 minutes before the library's closing time.
3. Program staff are responsible to complete a post-evaluation form.
4. Use standard audience evaluation procedure/form as coordinated by the Community Relations Coordinator.