

Prospect Public Library

Program Policy

The Prospect Public Library (“the Library”) offers programs to serve the cultural, educational, informational and recreational needs of its residents. The Library aims to offer a variety of programs for all ages that reflect the community’s interests, encourage library usage, promote library materials and extend library service to the community. All programs shall be open to the general public, however some programs may be designed with specific audiences in mind, such as children’s programs and story times. Programs aimed toward specific audiences will be advertised as such.

INTERNAL PROGRAMMING

Ultimate responsibility for the planning and implementation of internal library programs rests with the Library Director, who will share this duty with or delegate this duty in its entirety to the Assistant Director and Library staff.

Library sponsored programs will be free and open to the public and must be non-commercial in nature. During times when the physical building is not open, the library may offer outdoor or virtual programs.

The library does not offer any programs that support or oppose any political candidate, ballot measure, or specific religious conviction. The Library may offer to host candidates’ forums that include invitations to all recognized candidates. Programs whose purpose is to provide information about religious traditions as a part of multicultural education are permitted. Holiday programs may be offered.

Programs may also be cosponsored by the Library with other community organizations in an effort to create community partnerships. The Library may also work with other area libraries, book stores, authors and publishers to jointly sponsor programs. External organizations or individuals partnering with the Library on programs must coordinate marketing efforts with library staff and secure staff approval before distributing any promotional materials.

Co-sponsorship of a program does not constitute an endorsement of the content or the views expressed by participants by The Library, its Staff, Library Board or by the Town of Prospect.

The Library reserves the right to photograph/record and publish individuals and groups attending a library programs on social media internet sites, Library’s website, Library publications, and newspapers. Participants may request from a staff member that their image, or that of their child, not be used by the Library for these purposes.

The Library reserves the right to deny attendance to programs with specific age restrictions or those who become disruptive to an audience. Registration may be required for planning purposes or when space is limited. Persons attending library sponsored or co-sponsored programs are expected to adhere to the Library’s Code of Conduct Policy.

Professional performers, authors, artists and other presenters will be permitted to sell their creative products (CDs, Books, Art Work) only if the Library Director has agreed in advance to such an agreement. Excepted from this rule is The Friends of The Prospect Library who may sell items for fundraising purposes. Library staff will neither benefit nor participate in the sale of goods sold by presenters and/or authors. It is required that performers or presenters donate a copy of their creative product (Book/CD) to the Library or donate a percentage (10%) of sales of artwork to the Library.

OUTSIDE PROGRAMMING

All outside program proposals/ideas must be submitted to the Library Director at least two months prior to the proposed date for the program. The Director, along with the Library Board, will review each submission and judge them by the following criteria:

- Community Needs and Interests
- Availability and Suitability of physical space
- Availability of staff to assist with the program
- Presenter background/qualifications
- Budget and Cost of Program
- Relevance/appropriateness of Program to library's mission.
- Connection to the library's planned schedule of events or community events.

No individual or organization shall use a program at the Library to advertise or recruit members or future customers. Programs are not used for commercial, religious or partisan purposes or the solicitation of business.

The Library and its employees will not be liable for the content of any program presented by a third party. The hosting of an outside program does not constitute an endorsement of the content or the views expressed by participants by the Library, its Staff, Library Board or by the Town of Prospect.

- Advertising and publicity must include a contact phone number for the group and/or individual responsible for the program and must not include the Library's phone number.
- The Library's name may be only used in reference to location, not sponsorship or affiliation, unless the Library is an official sponsor or co-sponsor of the event.
- When the Library is not sponsoring a meeting room program or event, any announcements or advertisements to publicize a meeting, program or event to be held in the meeting room or on Library grounds must include the following disclaimer: "The Prospect Public Library is not sponsoring or endorsing this program or any goods or services offered." In addition, a draft of any announcement or advertisement (Posters, flyers, newspaper, internet or other communication) must be approved by the Library director or his/her designee at least one month in advance of publicizing.

To preserve the ability to meet Library needs, under changing conditions, the Prospect Library Board reserves the right to modify, augment, delete or revoke any and all policies, practices and statements at any time without notice.

APPROVED BY THE PROSPECT LIBRARY BOARD – MAY 13, 2021

SUSAN MCKERNAN - CHAIRPERSON