

Free Library of New Hope and Solebury

Group Service Policy

Programs in the Library

Policy Statement

The Free Library of New Hope and Solebury presents informational, educational, and cultural programs to meet the needs of the community for lifelong learning and creative expression.

Definitions

A "library program" is defined for this policy as a planned public activity for two or more people that takes place at the library and is sponsored by the library.

Regulations

Programs are selected and scheduled by the Library Director only. Programs will be presented in accordance with the goals and objectives laid out in the library's long-range plan.

Library staff and volunteers and outside presenters or performers selected by the Library Director may present programs.

Attendance at programs cannot exceed the approved occupancy limit (as defined by the Fire Marshall) for the library. Advance registration may be required.

Programs which are primarily related to sales or promotions will not be presented at the library. Items may not be offered for sale at programs unless the sale of items benefits the library.

Library staff will keep statistics showing the number of programs and attendance at each program. Statistics and evaluations may be used to prepare annual reports, evaluate progress toward goals, promote future library programs, and support requests for grants and other forms of funding.

Approved by the Board of Trustees December 16, 2009

Free Library of New Hope and Solebury

Group Service Policy

Co-Sponsored Programs in the Library

Policy Statement

The Free Library of New Hope and Solebury presents informational, educational, and cultural programs to meet the needs of the community for lifelong learning and creative expression. The library joins in partnerships with program co-sponsors to enhance the level of programs offered.

Regulations

An individual or organization will be considered as a co-sponsor when that individual or organization provides monetary, staff, or material support for a program.

Programs which are primarily related to sales or promotions will not be presented at the library. Items may not be offered for sale at programs unless the sale of items benefits the library.

Co-sponsors must be approved by the Board of Trustees. Program cosponsors will be selected based on the degree to which collaboration with them promotes the goals of the library's long range plan.

The library and a cosponsor will outline ahead of time in writing who bears responsibility for program publicity, presentation, preparation, clean-up, accounting, insurance (if required) and similar concerns.

Library staff will keep statistics showing the number of programs and attendance at each program. Statistics and evaluations prepared by the library will be shared with the cosponsor; statistics and evaluations prepared by the co-sponsor will be shared with the library. Statistics and evaluations may be used to prepare annual reports, evaluate progress toward goals, promote future library programs, and support requests for grants and other forms of funding.

Approved by the Board of Trustees December 16, 2009

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Community Presentation

Policy Statement

The Free Library of New Hope and Solebury presents informational, educational, and cultural programs to meet the needs of the community for lifelong learning and creative expression. From time to time the library may choose to offer programs at locations outside the library. Outside locations may be chosen because of space or accessibility issues, to make use of special facilities or equipment, to promote partnerships within the community or otherwise to enhance the experience for participants.

Definitions

A "community presentation" is defined for this policy as a planned public activity for two or more people that takes place outside the library and is sponsored or co-sponsored by the library.

Regulations

Community presentations are selected and scheduled by the Library Director or the Board of Trustees. Both the Director and the Board will be advised in advance of any scheduled presentations. Presentations will be scheduled in accordance with the goals and objectives laid out in the library's long-range plan.

Library staff and volunteers and outside presenters or performers selected by the Library Director or Board of Trustees may present programs.

The Treasurer of the Board of Trustees will make certain that the library is properly insured for the presentation and that any other necessary contractual agreements are in place.

Programs which are primarily related to sales or promotions will not be presented by the library. Items may not be offered for sale at programs unless the sale of items benefits the library.

Library staff will keep statistics showing the number of programs and attendance at each program. Statistics and evaluations may be used to prepare annual reports,

evaluate progress toward goals, promote future library programs and support requests for grants and other forms of funding.

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Special Events

Policy Statement

The Free Library of New Hope and Solebury participates in special events which promote library services and support the goals of the library's long range plan.

Definitions

A "special event" is defined for this policy as any activity in which the library participates which is outside the normal provision of library services and which does not fall under the definition of a library program, cosponsored program, or community presentation. Special events may include community celebrations, health fairs, arts fairs, volunteer celebrations, and other activities.

Regulations

The Board of Trustees along with the Library Director will determine which special events merit library participation and allocate funds as needed. The Library Director will plan staff time as needed to support the library's participation.

An organization which wishes the library to participate in a special event must request participation in writing, and must state clearly what form of participation is requested, who will provide insurance, who is responsible for promotion and public relations, and what other support will be provided by the requesting organization.

The Treasurer of the Board of Trustees will make certain that the library is properly insured for the presentation and that any other necessary contractual agreements are in place.

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Tours

Policy Statement

The Free Library of New Hope and Solebury offers tours of the library to familiarize the general public, municipal officials, and grantors with the library facility and its services. The library also offers educational tours and introduction to libraries for school groups, preschools, camps, and similar organizations. Giving tours allows the library to promote services and educate the public in the value of libraries.

Definitions

A "tour" is defined for this policy as a guided presentation of the library facility.

Regulations

Tours are presented by library staff, members of the Board of Trustees, or designated trained volunteers.

Scheduled tours will be arranged at the discretion of the Library Director. On occasion, if staff time permits, tours may be offered without advance scheduling.

The library does not charge for tours.

The Library Director will keep statistics showing attendance at scheduled group tours.