

GSV-1: Library Sponsored and Co-Sponsored Programs Policy

Adopted: 6/19/2014; Last Revised: 2/15/2018

Policy Statement

The Orion Township Public Library (OTPL) sponsors and co-sponsors planned public activities in the library for civic, cultural or educational purposes.

Regulations

1. A program can be, but is not limited to, a presentation on library services and/or funding, story time, lecture, workshop, discussion group, performance, reading, book talk, puppet show, demonstration, guided facility tour or panel discussion and is provided for adults, young adults and/or children in groups of two or more.
2. Library staff determines and approves topics, speakers, frequency and resource materials for library sponsored programs based on the interests and information needs of the community.
3. Library co-sponsored programs may be conducted in cooperation with government agencies, educational institutions, civic organizations, Friends of the Library and other organizations approved by the library director or department head.
4. Presentations may be conducted by library staff, trustees or other authorized representatives, authors and performers. If speakers are representing for-profit or commercial businesses, they can only provide information to attendees without attempting to sell their services.
5. Registration may be required for a program depending upon its nature and supply needs. The minimum or maximum number of attendees will be determined by library staff in cooperation with any co-sponsoring organization.
6. Library staff are responsible for scheduling all library sponsored and co-sponsored programs. They are responsible for working with the library's community relations specialist, administrative assistant, and maintenance staff for promoting and detailing any required room setup and for coordinating these same needs with a co-sponsor.
7. Guided Facility Tours
 - a. Group presentations or tours are available to organizations in Orion Township or the Village of Lake Orion.
 - b. Individual groups or classes may request no more than one tour a year.
 - c. Tour requests may be made by contacting any member of the library staff.
 - d. Tour requests must be approved by a library department head or the library director.
 - e. Arrangements must be made at least three weeks in advance.
8. Sale or distribution of products, printed information or services at library programs is limited to the following items as approved by the library director.
 - a. Copies of a featured author or performer's work.
 - b. Supplies for programs, printed information and items for sale by the library or Friends of the Library.
 - c. Learning materials, course credits or food services offered by a non-profit group and not intended as a fundraiser.

- d. Any exceptions to these limits must be requested in writing and approved in advance by the library director.
9. The library may accept or require financial support or donations of goods or services to help defray the cost of library programs as long as the program complies with all library policies and practices. Such contributions will be publicly recognized.
10. No tipping or other payment or compensation to library personnel is permitted. Any fees shall be payable to the Orion Township Public Library unless otherwise specified.
11. The library board of trustees endorses the American Library Association's (ALA) *Library Initiated Programs as a Resource: An Interpretation of the Library Bill of Rights* as adopted by the ALA Council.
12. The library board of trustees does not endorse the views presented in any library sponsored or co-sponsored program. Nothing connected with the presentation may imply or explicitly state OTPL endorsement of the presentation or host organization.
13. Concerns, questions or complaints about library sponsored or co-sponsored programs will be processed in accordance with library policies and regulations that govern use of other library resources.
14. A patron who lives in the library service area who wishes to challenge a library policy or any portion of a library policy should follow procedures as outlined in MGT-15: Appeals Process Policy.