

GSV-2: Community Presentations Policy

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

Policy Statement

In an effort to reach out to the community and promote library activities, the Orion Township Public Library (OTPL) offers planned presentations that extend beyond the library's buildings.

Regulations

1. A community presentation could be, but is not limited to a presentation on library services and/or funding, story time, library display, discussion group or book talk and may be offered to adults, young adults and/or children in groups of two or more.
2. Presentations may be conducted by library staff, trustees or other authorized representatives.
3. Library presentations may be based on community interests, library resources and speaker availability.
4. Organizations may request a presentation by contacting any member of the library staff.
5. Presentation requests will be approved by the library director or department head.
6. Registration may be required based upon the nature and supply needs of a presentation or the size of the organization's facility. The requesting organization is responsible for presentation registration and compliance with minimum or maximum attendance limits as recommended by library staff.
7. The community relations specialist will coordinate promotion of community presentations.
8. Library literature requirements should be made at least three weeks in advance of the presentation date.
9. The library may accept or require financial support or donations of goods or services to help defray the cost of community presentations as long as these comply with all library policies and regulations. Such contributions will be recognized at the time of the presentation.
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. 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.