

## 5.60 Programming and Offsite Event and Presentation Policy

The Royal Oak Public Library (“Library”) supports our purpose to empower our community to learn, connect, create, and grow through welcoming and inclusive spaces, diverse resources, and meaningful experiences by developing and presenting programs, participating in offsite events, or making presentations to the public, both in-house and off-site (outreach). Programs and outreach are an integral component of Library service that:

- Expand the Library’s role as a community resource;
- Introduce patrons and non-users to Library services;
- Provide entertainment;
- Provide opportunities for learning;
- Expand the visibility of the Library;
- Further the purpose of the Library.

### I. Program Determination

Ultimate responsibility for programming at the Library rests with the Library Director, who administers under the authority of Royal Oak Public Library Board (“Library Board”). The Library Director, in turn, delegates the authority for approved program management to the Department Supervisors, who oversee this responsibility through delegation to designated staff. The Library Director has the discretion to determine which programs the Library shall sponsor or co-sponsor. This policy does not apply to any program that is not conducted or co-sponsored by the Library.

### II. Criteria for Programs

Library staff plans and develops programs for the community based on relevance to community interests and issues, popular appeal, the purpose of the Library and suitability for general or targeted audiences.

Program presenters are chosen for their expertise and public performance experience.

The Library does not plan programs or classes that are commercial in nature. Although a professional or businessperson may be invited to speak, the purpose of the program is to educate, inform, or entertain and otherwise further the Library's mission. Programs are not designed for commercial purposes or for the solicitation of business.

### III. Co-Sponsorship of Programs

The Library may co-sponsor programs with other persons, agencies, organizations, and institutions. The Library Director has the sole discretion to determine whether to co-sponsor a program according to the criteria set forth in this Programming Policy. If the Library desires to co-sponsor a Library program, these individual or organizational

partners must coordinate marketing efforts with the appropriate Library Supervisor. No co-sponsor may use the Library's name in any marketing material without prior approval of the Library Director. If a person or organization desires to co-sponsor a program, the person or organization shall make such request in writing to the Library Director.

IV. Offsite Events and Presentations

The Library may elect to participate in offsite events or present to outside groups, organizations and institutions. Participation is at the discretion of the Library Director, but they may also delegate the decision to the Library Director's designee(s). All offsite events and outreach activities must directly align with the library's purpose statement and strategic goals. Participation is contingent upon the library's ability to promote library activities and resources, provide community education, or enhance access to library resources. Presentations to outside organizations must be coordinated with the Library Director or delegated to the appropriate staff, with the purpose of promoting the library and its resources and advancing the goals of the strategic plan.

V. Non-discrimination

The Library does not discriminate in its programs. Library sponsorship or co-sponsorship of a program does not constitute endorsement of the content or the views expressed by the presenter or the participants. Program topics, speakers, and resources are not excluded from programs because of possible controversy, and the Library will strive to offer multiple viewpoints.

VI. Program Attendance

Library programs and classes are free and open to the public; however, due to the nature of certain programs, attendance may be limited. For example, some children's programs may be limited based on age.

Further, attendance may be limited based on the occupancy permitted in the room. When occupancy limits must be established, advanced registration may be required. In the cases where advanced registration is not required, the Library may limit the number of people that may attend any program at the door. Attendance will be determined on a first-come, first-served basis, either with advanced registration or at the door.

VII. Library Staff

Library staff members who present programs or classes, participate in outreach or make presentations do so as part of their regular job and are not hired as outside contractors.

VIII. Programming Concerns

The Library welcomes expressions of opinion from patrons concerning programming. If a patron questions a Library program, he/she should first address the concern with the Library Director. Patrons who wish to continue their request for review of Library

programs may submit the Request for Reconsideration form to the Library Director. Requests for review of programs will be considered in the same manner as requests for reconsideration of Library materials as outlined in Policy 4.10 Materials Selection.

- IX. **Guidelines for Selling Books, Recordings, Art, or Other Items at Library Programs**  
Program presenters who are authors or artists are invited to sell and sign books, music, movies, and art following Library programs upon prior approval by the Library Director.