



Pioneer Library System Policies

PROGRAMMING POLICY

LIBRARY PROGRAMS are events planned, organized, funded, and/or implemented by library staff. Programs presented in library facilities but not under the aegis of library staff are governed by local library meeting room policies.

Library Programs support the mission of the Pioneer Library System to connect customers “...to the joy of reading and to information for lifelong learning.” Library programs can also be presented as a strategy for reaching new or under-served library users or for addressing the interests and needs of populations served by the library. Every library program will provide:

- 1) a direct connection to the libraries’ collection;
- 2) support for reading, reading readiness, literacy, or lifelong learning;
- 3) free access to program components and materials for all members of the targeted audience;
- 4) ADA-compliant access to the presentation venue.

PROGRAM COMPONENTS should be consistent throughout the system. Each program should include but not be limited to:

- 1) appropriate environment including furniture, AV, supplies, and support materials;
- 2) registration, sign-in, or participant count;
- 3) welcome and introductions;
- 4) recognition of sponsor(s);
- 5) delineation of expected audience behaviors;
- 6) visual or verbal reference to library or literacy services and/or collection;
- 7) program presentation;
- 8) evaluation.



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In most circumstances, program components other than the presentation itself are the responsibility of library staff. In all circumstances, a representative of the library staff must be present during a library program.

Library programs should fit in one or more of the following categories:

A **BRANCH PROGRAM** is one that is presented in a single setting and is planned, facilitated, and moderated by branch library staff using local and/or system resources. In addition to meeting the criteria for library programs, a branch program may reflect the particular needs, interests, or talents of the community.

A **SYSTEM PROGRAM** is one that is presented at multiple settings within the system and is planned, facilitated, and moderated by system-level staff and/or branch library staff using system resources or a combination of system and local resources. In addition to meeting the criteria for library programs, a system program may reflect system-wide promotional themes, regional issues, or seasonal topics.

An **ONLINE PROGRAM** is one that is presented as part of the PLS website and is planned, facilitated, and delivered by Virtual Library staff using system resources (including staff) or a combination of system and local resources. In addition to meeting the criteria for library programs, an online program may reflect system-wide promotional themes, regional issues, seasonal topics, or staff training and professional development subjects.

An **OUTREACH PROGRAM** is one that is presented in a venue other than the library. An outreach program may be planned, facilitated, and delivered by branch-level staff and/or system-level staff using local resources, system resources, or a combination of both. In addition to meeting the criteria for library programs, an outreach program may reflect the particular needs, interests, or talents of the community.

A **COOPERATIVE PROGRAM** is one for which responsibilities for sponsoring, planning, funding, and delivering program components are shared among PLS and other sponsoring organizations, businesses, or individuals. In such cases, cooperative programs are not to be viewed as an endorsement of or an advertisement for the cooperating entities by PLS.

CHILDREN'S PROGRAMS are those developed to be of interest to and appropriate for targeted age groups from birth to age eleven.

TEEN PROGRAMS are those developed to be of interest to and appropriate for targeted interest groups among ages 12 through 18.



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ADULT PROGRAMS are those developed to be of interest to and appropriate for targeted interest groups among ages 19 and older.

INTERGENERATIONAL PROGRAMS are those developed to be of interest to and appropriate for multiple age groups.

PRESENTER FEES and PAYMENT

Presenter fees shall be negotiated in advance and documented in writing prior to the presentation. Pioneer Library System employees may negotiate fees within the limits of the resources over which they have budgetary authority.

SALE ITEMS

In its policy governing Public Information Areas, the Pioneer Library System prohibits "...all materials that solicit contributions or seek to sell goods and services." An exception to this policy shall be occasions in which program presenters offer attendees the option of purchasing related materials (authors who sell their books for autographing at the end of a presentation, for example). However, a purchase shall not be a condition for program participation. If an item is a requirement for program participation, (materials for a craft workshop, for example) such item must be made available by the presenter or the library staff at no charge to the attendees.

When items are offered for sale in conjunction with a library program, the presenter shall take full responsibility for the transactions, including the collection and reporting of appropriate taxes.

ON-SITE VENDORS

On occasion, a library event will be on a scale large enough to accommodate on-site, for-profit and/or not-for-profit vendors for food, beverages, goods, or services.

Event organizers have the prerogative to set their own rules and standards for vendor participation as long as such participation is not in conflict with the stated mission and values of the Pioneer Library System.

The decision to charge a fee for vendors to participate in an event is to be made by the event organizers and negotiated between the event organizers and the vendor(s) directly.

Whether or not a fee is charged by the event organizers, all vendors must meet the civic and health requirements of the local municipal government, which may include additional fees, licenses, and certifications. It is the responsibility of the event organizers to insure that all local codes are met.



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All fees collected by the library during a library event should be used solely to offset the expenses associated with that event.

The Pioneer Library System does not engage in public fund-raising activities on its own behalf. Library fund-raising is the purview of the local Friends of the Library organization and/or the PLS Foundation.

PRESENTER PROMOTIONS

The Pioneer Library System does not sponsor programs that promote businesses or for-profit enterprises. This does not mean, however, that representatives of businesses and for-profit enterprises cannot be presenters in library-sponsored and library-promoted programs.

Any information presented during the program must be of general interest to the intended audience and applicable to situations that do not require purchasing a specific product or enrolling in a specific fee-based program.

Presenters are encouraged to have business related brochures, flyers, or other informational items and/or give-aways (produced at their own expense) available for attendees to pick up if interested. Such materials cannot be distributed as part of the program.

Library-produced, print, promotional materials will not include contact information for presenters. Contact information and/or links to presenters' and sponsors' web pages may be included in PLS-produced press releases can be linked from those press releases posted on the PLS web site through the Virtual Library. Linking from PLS does not constitute an endorsement of the views expressed or products sold through the presenters or sponsors' website.

EVENT INSURANCE

For large-scale projects—especially those that take place outside of the library--event organizers should work directly with the Business Manager of the Pioneer Library System to insure that proper insurance coverage is in place. Such insurance covers corporate liability in the event of injury to participants or damage to property during the event and does NOT cover lost revenue caused by cancellations, poor participation, or Acts of God.

Pioneer Board Approved
May 26, 2009