

Florida Public Library

Program Policy

In accordance with its Mission Statement, the Florida Public Library will plan and conduct programs for all ages for education, enrichment and entertainment. Programs of all kinds provide a means to encourage library usage, promote accurate information and extend library service to all members of the community.

Programs will be selected and organized by library staff and be non-commercial in nature. Presenters may be professionals, library staff or volunteers. Selection of programs, presenters and events will be made by library staff based on the interests and needs of library users, the community and compatibility with the Library's mission and goals. All programs will be planned as far in advance as possible so that effective publicity may be designed and distributed by staff to secure good attendance.

Library programs will be scheduled at times determined to be most convenient for the target audience and with due regard to staff work schedules. Programs will take place during regular library hours, or after hours with the permission of the Director. Outreach programs at other locations will be planned to promote the Library in the community. The Library may also participate in joint programs with other libraries of the Ramapo Catskill Library System and co-sponsor programs with other agencies.

Library programs may be in a virtual or online format, using Zoom or other platforms, or posted to Facebook or other social media platforms. These programs may be live or prerecorded and hosted and/or presented by Library staff, paid presenters or volunteers recruited by the staff. If the session is to be recorded, it will be announced at its start. Participants in recorded programs shall have no expectation of privacy and the recording may be posted online at a later date for a limited time period. Library staff and contracted presenters shall have a written agreement in place before a recording is posted online.

Library programs will be funded through the annual budget, by donations from the Friends of the FPL, other donors, or through grants directly to the Library or its presenters. The Library will also accept in kind donations of materials and supplies that are appropriate and useful for current program needs. All donations will be acknowledged and appreciated.

Library programs will be free of charge, except for occasional programs for which a fee will be charged for materials or participants may be required to provide their own materials. Because the Library wants to encourage literacy and an appreciation for culture, authors, performers and artists may sell their own works following programs. Friends of the FPL may sell products at programs they sponsor. Any proposed sale of products requires advance approval by the Director.

Library users of all ages are encouraged to suggest programs and presenters of interest. The Library endeavors to provide diverse programs on many topics and a wide range of issues including some which may be deemed controversial. Presentation of such programs does not constitute an endorsement by the Library of presenters' opinions or beliefs.

Advance registration is required for most library programs through the calendar on the website. Patrons may also register in person or by contacting staff for assistance. Attendance at some programs may be limited due to space considerations. Registration is on a first come, first served basis. Residents of the Florida Union Free School District are given preference. Non-residents will be placed on a waiting list and notified if space is available. Registrants are encouraged to inform staff if they cannot attend a program, so that those on a waiting list may attend. The Library reserves the right to set age limits for all programs.

Paid presenters will be paid at the time of service. Presenters engaged for a weekly series of programs will be paid at the last program. The Library may postpone or cancel a program at the discretion of the Person in Charge, or for inclement weather or for low registration that makes the cost of the program prohibitive. The presenter will be notified of cancellation 24 hours before the program, except in emergency situations. Efforts will be made to reschedule the program as soon as possible with the original fee agreement in place. Registrants will be notified of cancellations via the contact method provided. Presenters will be asked to sign the attached contract or a staff member may sign a presenter's contract with the approval of the Director.

Adopted by the Board of Trustees: September 9, 2019

Revised September 14, 2020

Program Provider Agreement

I, _____, agree to provide the following program to Florida Public Library according to the following details:

Name of Program: _____

Date & Time: _____

In Person Presentation _____ **Live Online** _____ **Prerecorded** _____

Audience: Target _____

Limited to (circle all that apply) Adults Preschool Children Teens Families
No Children Under 16

Fee for Program \$ _____

The Florida Public Library agrees to provide the following:

The Library agrees to make every effort to advertise and fill the program by using social media, flyers, and/or newsletters, and/or press releases. In the event of low or no registration or inclement weather, the Library reserves the right to cancel the program and all fees with a minimum of 24 hours' notice.

**Signature of Library Employee
who will supervise program**

Signature of Presenter

Date _____

Please make a copy for yourself and return the original signed agreement in the enclosed envelope.

