

## **MCL Library Program Policy**

Mifflin Community Library (MCL) supports its mission by developing and presenting programs that provide additional opportunities for information, learning, and entertainment. Ultimate responsibility shall be with the Library Director who may delegate to the program coordinators.

### **General MCL Program Guidelines**

MCL Library Programs:

- Open to the public. Programs may require a fee and/or registration
- Held on or offsite (In-house, parks, local business...)
- Active or passive (such as online programs or grab-and-go bags)
- Organized and monitored by Adult or Children's Program Coordinators or designee
- Using other community resources and actively partnering with community groups
- Cancelled if the minimum number of participants is not reached by the reservation deadline
- Take in consideration the opinions and requests of patrons
- Evaluated on cost, attendance, participant's reactions, ease of working with presenter and their communication.
- Cancelled or rescheduled by the library as necessary with notice given

### **MCL Virtual Programs**

All MCL Virtual Library Programs will:

- Provide a venue outside the physical library space for greater reach and impact
- Utilize a library approved virtual meeting platform for access on personal devices
- Include both recorded in-house programs and virtual events
- May be recorded for library promotional purposes. Notice of recording will be given.
- Generally be hosted via MCL's account, and the presenter will be made the "co-host".
- Be attended by the Adult or Children's Program Coordinators as the Host
- Enforce the MCL Code of Conduct Policy with removal or banning violators
- Not guarantee program access or audio/visual quality, or internet connection stability
- Make efforts to ensure the digital security of its virtual events.

### **Library Co-Sponsored Program Guidelines (MCL + Individual/Agency)**

All library co-partners will:

- Not be excluded from consideration because of their origin, background, or views, or because of possible controversy

- Complete the [Program Agreement](#) and adhere to the general program policies
- Maintain communication with library staff for scheduling
- Receive mention on MCL website and local publications
- Acknowledge that MCL will create and distribute all marketing materials for programs
- Coordinate marketing efforts with the PR/Adult Program Coordinator including:
  - Provide information to [mifflinlibrary@gmail.com](mailto:mifflinlibrary@gmail.com), no later than the 15<sup>th</sup> of the month prior
  - Provide event description, date/time, presenter name, and contact info
  - Co-presenters who do not will get less consideration for future partnerships
- Acknowledge the library is not responsible for participant engagement or attendance
- Be able to sell their professional works with prior approval by MCL
- Be considered for rescheduling only if cancellation notice was given within at least 48 hours of event.
- Be offered rescheduling or alternate options if the library cancels the event.
- Receive payment after the program is held (Payment by mail for all virtual events)

### **Guidelines for Events Not Sponsored by MCL**

For non-sponsored events:

- Advertising and publicity must include a contact phone number for those responsible for the program, not MCL's phone number.
- MCL's name may be used only in reference to location.
- Any announcements must include the following disclaimer: "The Mifflin Community Library is not sponsoring or endorsing this program or any goods or services offered."
- Any advertisement must be approved by MCL Director a minimum of one month in advance of publicizing.