



Program/Event Policy

The Fleetwood Area Public Library supports its mission of providing equal access to quality resources and technology, encouraging an early and lifelong commitment to learning, and strengthening our community through the programs and services we provide. Programming is an integral component of library service that expands the library's role of a community resource. It provides our patrons with entertainment, opportunities for lifelong learning, and introduces new users to library resources and increases our visibility in the community.

Guidelines for the selection and presentation of programs:

1. All programs are intended to further the mission of the library. They should address one or more of the following educational, recreational and/or civic needs:
 - a. To increase awareness and the use of library materials
 - b. To provide opportunity to widen horizons, stimulate imagination and reflection and enlarge experiences
 - c. To provide programs for various age groups, cultures, and interests
 - d. To meet popular demand, both existing and anticipated
 - e. To promote reading and lifelong learning
 - f. To increase library use by underserved populations
 - g. To educate and inform on a variety of topics usually with a focus on one or several of the five PA Forward Literacies: Basic Literacy, Information Literacy, Financial Literacy, Health Literacy, Civic and Social Literacy.
2. Beliefs and opinions expressed in the programs do not necessarily represent the viewpoint of the Fleetwood Area Public Library.
3. All programs are open to the public and usually targeted to a specific audience (adult, teen, children, etc.) Patrons may on occasion be prevented from attending a program if attendance exceeds the rated capacity of the meeting room space or by request of the presenter. Every attempt will be made to accommodate all who wish to attend a program. When safety or the success of a program requires it, attendance may be limited. Attendance will be determined on a first come, first serve basis. Advance registration before the event may be required.
4. Fees will only be charged for programs to cover material expenses or if the program is being used as a fundraiser to benefit the library.
5. The sale of books/CDs/artwork as part of a library program is acceptable when sales are in promotion of literature, literacy, or culture and are consistent with the library's mission. Prior approval from the Library Director is required for these sales and presenters are responsible for completing their own transactions.

6. The Library may partner with another agency or community organization when these programs are central to the library's mission. The Library's role in such cases may include, but may not be limited to, furnishing space, aiding with promotion, and offering related book lists or on-site displays.
7. Unsolicited offers from individuals or organizations to present programs should fill out a Library Program Proposal Form for consideration. These proposals will be evaluated by the same standards used by library staff when planning programming to support the library mission.
8. Library programs will not exclude topics, books, speakers, media, and other resources because they might be considered controversial. Acceptance of a program topic by the library does not constitute an endorsement by the library of a group's or individual's policies or beliefs. However, programs are not to be presented for commercial, religious, electioneering, or the solicitation of business.
9. Program presenters may not distribute literature or material that advertises, promotes, or solicits business for a product, service, or enterprise conducted for private gain without prior approval from the Director. They may leave a sign up sheet for participants to willingly give their contact information, if they so choose, to receive further communication from the presenter.
10. 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. Requests for review of programs will be considered in the same manner as requests for reconsideration of library materials as outlined in the library's Collection Development Policy.
11. Children under age 10 must be accompanied by a responsible adult, defined as a person 18 years of age or older. The parent or caregiver must remain with the child at all times during the program. The parent or caregiver must never leave the building without the child. Should the parent or caregiver choose to disregard this policy, the proper authorities will be called. Parents and caregivers are responsible for the behavior of their child and may be asked to leave if either violates our Patron Code of Conduct Policy.
12. Programs that are designed for children and teens should be attended by the appropriate age requirement. An adult (defined as a person 18 years of age or older) can only attend a children or teen program if they are accompanying a child or teen to that program.

Approved by the Board of Trustees on April 16, 2019

Reviewed on May 18, 2021



Program Proposal Form

Your Name:

Name of Organization (if applicable)

Your Email Address:

Your Phone Number:

Do you have a website?

Title of Program

Brief Description

Intended Audience

Would there be a cost for participants? How much?

Do you require any materials or equipment from the library?

When are you available to do this program?

Have you done this program at another location? If so, where and whom may we contact at that location?