

Mt. Lebanon Public Library Policy No. 14
Library Program
MT. LEBANON PUBLIC LIBRARY

POLICY NUMBER: 14

TITLE: Library Program

DATE ISSUED: November 19, 2019

REPLACES: Previous Policy No. 14, August 8, 1991; Revised October 16, 1997, July 18, 2002, June 16, 2015.

PURPOSE: To set guidelines for what types of programs are appropriate for presentation at the Library.
STATEMENT OF POLICY:

A Library program is an event that promotes the use of Library materials, facilities or services and/or offers the community an informational, entertaining or cultural experience. Programs are planned for the interest and enlightenment of all the people of the community. The Library strives to offer a variety of programs that reflect the broad range of community interests. The Library's Program Committee reviews all presenter requests to ensure the suggested program meets with the Library's policy and that no similar programs are scheduled or planned.

1. Library programs shall be free and open to the public, but optional charges for materials or books that participants will keep may be levied.
2. When pre-registration is required, it must be handled by the Library. An attendance sheet may be circulated on the day of the program; however, it may not be used for any commercial purpose. Press releases and public notification of the programs must be approved by the Library Director.
3. Library programs must be non-commercial in nature. Although a businessperson or other professional expert may present a program, the information should always be generic in nature. No solicitation of business is permitted.
4. The sale of products at a Library program is not allowed. There are two exceptions:
 4. 1. Because the Library wants to encourage reading, writing, and the appreciation of culture and because distribution channels for these materials are often lacking, writers, performers and artists may sell their own works at the Library following Library programs.
 4. 2. The Friends of the Mt. Lebanon Public Library may sell items at Library programs they sponsor.
5. Attendance at Library sponsored programs is open to the public. The Library reserves the right to set age limits for children's programs. Attendance at other programs shall not be restricted because of age, gender, race, background or beliefs.