

Library Sponsored and Co-Sponsored Programs Policy

Policy Statement

The Harrison Township Public Library sponsors and co-sponsors planned public activities in the library for civic, cultural or educational purposes.

Regulations

1. A program can be, but is not limited to, a presentation on library services, storytime, lecture, workshop, discussion group, performance, reading, booktalk, puppet show, demonstration, guided facility tour or panel discussion and is provided for adults, young adults and/or children in groups of two or more.
2. Library staff determines and approves topics, speakers, frequency and resource materials for library sponsored programs based on the interests and information needs of the community.
3. Library co-sponsored programs may be conducted in cooperation with government agencies, educational institutions, civic organizations, Friends of the Library or other organizations approved by the library director or designated library staff.
4. Presentations may be conducted by library staff, trustees or other authorized representatives, authors, performers, or craftspeople but shall not include speakers representing for-profit or commercial businesses.
5. Registration may be required for a program depending upon its nature and supply needs. The minimum or maximum number of attendees will be determined by library staff in cooperation with any co-sponsoring organization.
6. Designated library staff is responsible for scheduling, promoting and detailing any required room setup for all library sponsored programs and for coordinating these same needs with a co-sponsor.
7. Guided Facility Tours
 - A. Group presentations or tours are available to organizations in Harrison Township.
 - B. Individual groups or classes may request no more than one tour a year.
 - C. Tour requests may be made by contacting any member of the library staff.
 - D. Tour requests must be approved by the library director or designated staff.
 - E. Arrangements must be made at least three weeks in advance.

Approved: Approved: June 7, 2010. Revised August 8, 2016
Harrison Township Public Library Board of Trustees