

Community Presentations Policy

Policy Statement

In an effort to reach out to the community and promote library activities, the Harrison Township Public Library offers planned presentations that extend beyond the library facility.

Regulations

1. A community presentation could be, but is not limited to a presentation on library services, storytime, library display, discussion group or book talk and may be offered to adults, young adults and/or children in groups of two or more.
2. Presentations may be conducted by library staff, trustees or other authorized representatives.
3. Library presentations will be based on community interests, library resources and speaker availability.
4. Organizations may request a presentation by contacting any member of the library staff.
5. Presentation requests will be approved by the library director or designated library staff.
6. Registration may be required based upon the nature and supply needs of a presentation or the size of the organization's facility. The requesting organization is responsible for presentation registration and compliance with minimum or maximum attendance limits as recommended by library staff.
7. Library staff will coordinate, as necessary, promoting all community presentations.
8. Library literature requirements should be made at least three weeks in advance of the presentation date.
9. The library may accept financial support or donations of goods or services to help defray the cost of community presentations as long as these comply with all library policies and regulations. Such contributions will be recognized at the time of the presentation.
10. No tipping or other payment or compensation to library personnel is permitted.

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