

## **Town of Clayton Policy & Procedure Statement**

	
Policy Number	LIBRARY – 2023-02
Department	Library
Subject	Co-Sponsored Programs and Exhibits Policy
Approved By	Town Council – Resolution # 2023-68
Effective Date	September 18, 2023
Revision Date(s)	

### **Purpose:**

The Hocutt-Ellington Memorial Library (“Library”) is a welcoming space for building community and connecting people to ideas and resources. The Library welcomes the opportunity to co-sponsor programs and exhibits with other organizations and individuals.

### **Policy:**

This policy shall remain in effect until such time as amended by the Town Council

## Co-sponsored Programs and Exhibits Policy

The Hocutt-Ellington Memorial Library (“Library”) is a welcoming space for building community and connecting people to ideas and resources. The Library welcomes the opportunity to co-sponsor programs and exhibits with other organizations and individuals.

### Co-sponsored programs and exhibits guidelines

The Library considers the following criteria in approving co-sponsorship of a program or exhibit:

- Relatedness of the program or exhibit to the mission of the Library
- Potential to promote the use of library materials and services
- Anticipated quality of program or exhibit; e.g., skilled presenters, interesting topics, timeliness of material, appropriateness of subject and approach; graphic and/or artistic quality
- Contribution to the variety and balance of pre-existing library programs and exhibits
- Likelihood of a successful collaboration
- Other demands for space and staff time

The Library provides staff assistance, meeting room and display space, and marketing support for programs and exhibits that meet the criteria for co-sponsorship, as agreed upon in advance with the co-sponsoring group. Co-sponsorship agreements must be pre-approved by Library staff.

### Fees and Sales

#### **Exhibits**

No selling of goods or services is permitted through library exhibits, except in the case of Fundraising to benefit the Library or sponsored by the Friends of the Library.

#### **Programs**

All programs must be open to the public. Fees are permitted for co-sponsored programs when the fee is solely for materials provided to the participants. If there is a fee, the individual or group conducting the program may be required to enter into a contractual agreement with the Library.

Sales of goods during programs will be allowed only for fundraisers to benefit the Library or during Library-sponsored programs that featuring the sale of books, music, movies, or other items by authors, performers, or presenters (such as author readings and writing programs).

### Liability:

Care will be taken to protect exhibit materials, but the Library cannot be responsible for loss, theft, or damage.

#### A. Applicability

This policy applies to all programs and exhibits co-sponsored by the Library with other organizations or individuals at all Library service locations.

#### B. Requests for Reconsideration of Decisions Regarding Programs and Exhibits

- Persons who disagree with a decision regarding co-sponsorship of a program or exhibit may appeal the decision by completing a Request for Reconsideration of Program or Exhibit form.
- The request will be considered by a committee composed of the Library Director, the Library Management Team, and other staff as appropriate.
- The committee will communicate its decision by letter within 30 days to the person making the request.
- If the person requesting the change is not satisfied by the decision, he or she may send a written appeal to the director, who will present the appeal to the Library Advisory Board for their ultimate decision. The Library Advisory Board will review the appeal at their next regular meeting and will issue a final written decision to the person in question. The decision of the board is final.