2. Programming

Purpose

Programming at the Lucius E. and Elsie C. Burch, Jr. Library is designed to provide the community with informational, cultural, and educational opportunities that encourage lifelong learning.

Programming is an integral component of library service that:

- Expands the Library's role as a community resource.
- Introduces patrons to Library resources.
- Provides entertainment.
- Provides opportunities for lifelong learning.
- Expands the visibility of the library.

Criteria

Programs are selected for their relevance to community needs and interests, popular appeal, and suitability for a general audience. Presenters and performers are chosen for their proven expertise and/or public performance experience.

Other Criteria that are considered in program planning:

- Availability of program space
- Budget
- Historical or educational significance
- Connection to other community programs, exhibitions, or events
- Relation to Library collections, resources, exhibits, and programs

Programs shall be of the highest quality, conducted in the most professional manner and comply with all Library policies and procedures. See Patron Responsibilities and Conduct (Library Policy Manual p. 32) and Meeting Room Policy (p.22).

Community Collaboration/

The Lucius E. and Elsie C. Burch Jr. Library participates in cooperative programs with other organizations, educational institutions, businesses, and individuals. Professional performers and presenters that reflect specialized or unique expertise may be hired for Library programs. Library staff who present programs do so as part of their regular responsibilities and are not hired as outside contractors for programming.

Solicitation

The purpose of a library program may not be purely commercial or for the solicitation of business. The presenter may leave business cards for participants to pick up after the program should anyone be interested in purchasing items or services from the presenter.

Library Programming Policy| Collierville Library Policy Manual p. 24-26

Endorsements

Library sponsorship of a program does not constitute an endorsement of the content of the program, views expressed at the program, or the program presenter, performer, or their business.

Religious and Political Content

Programs are not used for religious or partisan purposes. Programs that provide information about religious traditions as a part of multicultural education may be permitted.

Attendance

All Library programs are open to the public. Every effort will be made to accommodate all who wish to attend a program. Programs may be held on site or off site. Registration may be required for planning purposes or when space is limited.

Fees

The Library strives to provides the vast majority of its programming free of charge. A fee paid directly from the participants to the presenter may be necessary to cover the presenter's costs.

Sales

Any commercial or sales activities at Library programs must be approved in advance by the Library Director.

Program Proposals

Anyone wishing to present a program at the library must fill out a proposal form (Appendix A.11.) or complete the form available on the Library's website (colliervilletn.gov/residents/library/i-want-to/propose-a-program). Library staff will contact you if the program meets our guidelines and fits within our schedule and budget.

Please note that the Library typically schedules library programming from four to six months in advance. Submitting a proposal is not a guarantee that you will be booked for a program.

Attendance at Library programs varies widely. A minimum number of attendees is not required for a program to take place.

Performers and presenters may be required to furnish evidence of insurance, which will protect the Library from claims that may arise out of or result from the presentation or performance.

Our story times focus on building early literacy skills that support children's reading development. Library staff complete training that prepares them for conducting story times. For this reason, we do not accept proposals from story time presenters, people wanting to read to children or reading groups.

Disclaimers Related to Library Programs

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an endorsement of the content of the program, views expressed at the program, or the program presenter, performer, or their business.

Food Allergies: Items used at this event may contain allergens including but not limited to nuts, gluten, and soy. Accordingly, the Library will not be liable for such harm to any individual resulting from such allergens. If it is a concern, please ask about allergens before attending the event.

Photo/Video: The Lucius E. and Elsie C. Burch, Jr. Library reserves the right to use any photograph/video taken at any event sponsored or hosted by the library without the expressed permission of those included within the photograph/video. Photographs/videos may be used in publications, brochures, postcards, posters, newspapers, social media, television, websites, etc., for the purposes of event promotion.

Hold Harmless: The Lucius E. and Elsie C. Burch, Jr. Library shall not be liable for any injuries, damages, or losses incurred by attendees during library events. Attendees expressly agree to release, indemnify, and hold harmless the Lucius E. and Elsie C. Burch, Jr Library and its representatives from any claims arising from participation in the event.