



## Programming Proposal Guidelines

### Our Mission Statement

*Delaware libraries are leaders in connecting and inspiring a lifetime of discovery.*

*The Dover Public Library connects people to a variety of resources and services that inform, educate and entertain!*

The Library supports its Mission by developing and presenting programs that provide opportunities for information, discovery and entertainment.

Programming is an integral component of library service that:

- Expands the Library's role as a community resource
- Introduces people to Library resources
- Provides opportunities for lifelong learning
- Sparks imagination and discovery
- Provides entertainment
- Expands the visibility of the Library

The ultimate responsibility for library programming rests with the Library Director. The Library staff work cooperatively to plan and implement programs.

The Library staff use their expertise, collections, services and facilities in developing and implementing programs. Library staff who present programs do so as part of their job. The following criteria is used in making decisions about program topics, speakers and resources:

- Relevance to community needs and interests
- Treatment of content for intended audience
- Presentation quality
- Presenter background/qualifications in content area
- Historical or educational significance
- Connection to other community programs, exhibitions or events
- Relation to Library collections, resources, exhibits and programs
- Budget
- Availability of program space

In addition, the Library draws upon other community resources in developing programs and actively partners with other community agencies, organizations, educational and cultural institutions, or individuals to develop and present co-sponsored public programs.

All Library programs are open to the public. The Library's philosophy of open access to information and ideas extends to Library programming; and the Library does not knowingly discriminate through its programming. Programs must comply with the Library's Meeting Room Policy which states that programs are open to the public, free of charge and prohibit commercial advertising or direct solicitation.

Some programs may be restricted by age level and residency. Registration may be required for planning purposes or when space is limited. Programs may be held on site or off site. Any sales of products at Library programs must be approved by the Library.

Programs that are derogatory and/or discriminate against gender, age, race, ethnicity, religion and/or sexual orientation will not be considered. Programs are not used for commercial, religious, partisan purposes or the solicitation of business. Any program asking individuals to sign a petition form will not be permitted to do so on the Library premises.

Program proposals from the public which complement the Mission of the Library are welcome and will be considered. Proposals must be submitted in writing. The Submission Form is attached and may be requested at the Library.

Program proposals will be considered and notification made of either approval or disapproval within four (4) weeks of receipt of the proposal. It is expected that a minimum of six (6) weeks will be required from the time a Program Proposal has been approved until its implementation.

All proposals will be reviewed according to the above criteria.

The Library reserves the right to make the final decision regarding content and presentation of all programming.