

# Cranberry Public Library

**Policy Number:** 165  
**Policy Name:** Programming Policy  
**Effective Date:** 07/28/2015  
**Revision Date:**

Library programming is offered to further the Library's mission and goals.

The Library attempts to present a broad variety of programs to meet the needs of the diverse community it serves and does not knowingly discriminate through its programming.

Selection of programs is made by Library staff based on the needs and interests of the diverse community it serves. Suggestions for programs are welcome, but the final decision on whether or not to offer a program rests with the Library staff, and ultimately, the Library Director.

## **Criteria for Programming:**

1. All library programs support the Library's mission.
2. A "Proposal for a Library Program" form must be submitted by individuals/groups wishing to present a Library program.
3. All programs are open to the public, unless the program is designated as a fundraising event for the Library or Cranberry Township. Programs may be targeted to specific audiences (children, teen, adult, etc.). Registration for programs may be required due to space constraints and for the safety of the attendees.
4. Programs are typically free to attend. Fees may be charged for events that are for the purpose of fund-raising to benefit the Library and/or The Friends of Cranberry Public Library. Material fees may apply.
5. The sale of materials (books, art, etc.) must be approved by the Library and must support the program.
6. The Library does not present or sponsor programs that promote for-profit groups/businesses. However, this does not mean that presenters at Library programs cannot be from a for-profit/business. If a presenter is from a for-profit/business they may bring materials to hand out, but they may not collect information (names, emails, etc.) from attendees.
  - A. For-profit groups may use the Library's meeting rooms to hold informational sessions, but meeting room fees and policies do apply. The Library will not advertise or sponsor these events.
7. Library sponsorship of a program does not constitute an endorsement of the content or views expressed.



## Proposal for a Library Program

Please complete one form for each suggested program. If you have a particular speaker along with a topic, please provide speaker information.

Before proposing a suggestion, please review the Cranberry Public Library **Programming Policy**.

Topic: \_\_\_\_\_

Program Description: \_\_\_\_\_

Intended audience (adult, children, teen, family): \_\_\_\_\_

Suggested Time of Year (i.e. Spring/Fall, Dec/Jan): \_\_\_\_\_

Suggested Speaker:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone/Email: \_\_\_\_\_

Website: \_\_\_\_\_

Speaker Qualifications: \_\_\_\_\_

Additional Comments: \_\_\_\_\_

Your Contact Information:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Thank you for your suggestion!

**Please note: not all suggestions will be used for a program.**