



Library Events and Classes Policy

adopted January 18, 2018

Revised January 2019

Library Programming Statement

All Library-sponsored events and classes are free and open to the public. The Library's philosophy of open access to information and ideas extends to Library events and classes, and the Library does not discriminate through its programming. The Library's service commitment is to the people within its service area; including people of every age, background, personal philosophy, religious belief, occupation, sexual orientation, economic level, ethnic origin, and human condition.

Library sponsorship of an event or class does not constitute an endorsement of the content of the program or the views expressed by participants. Library sponsorship of an event or class includes:

- Providing space for the event or class
- Providing staff support for the event or class
- Marketing the event or class

Ultimate responsibility for the programming of events and classes at the Library rests with the Director of Library Services. The scale and scope of sponsorship support is at the discretion of the Director of Library Services. The Director of Library Services delegates the authority for events and classes management to the appropriate Library Unit Head, who oversees this responsibility through designated staff.

General Program Criteria

The Library's staff use the following criteria in making decisions about program topics, speakers, and accompanying resources:

- Community needs and interests
- Availability of program space
- Budget
- Presenter background/qualifications in content area
- Historical or educational significance
- Presentation quality
- Connection to other community events, classes, exhibitions, or events
- Relation to Library collections, resources, exhibits, and services

In addition, the Library draws upon other community resources in developing events and classes by actively partnering with other community agencies; organizations; educational or cultural institutions; or individuals to develop and offer co-sponsored public events and classes.

Professional performers and presenters who reflect specialized or unique expertise may be hired for Library events and classes. Performers and presenters will not be excluded from consideration because of their age, background, personal philosophy, religious belief, occupation, sexual orientation, economic level, ethnic origin, and human condition or because of possible controversy. Library staff who plan and implement events and classes do so as part of their regular job and are not hired as outside contractors for programming.

Adult Events and Classes

All decisions regarding Adult events and classes will be at the discretion of the Director of Library Services and the Adult Services Supervisor. The Adult Services Supervisor manages Adult events and classes. The Library will only sponsor/host events and classes where the presenter(s) and/or performer(s) meet the following criteria:

1. Presenter must have professional experience or an advanced degree in subject matter of presentation.
2. Presenter must present, teach, or publish on the subject matter of the presentation.
3. Presenter must provide references from libraries or similar organizations where they have presented. Examples of similar organizations include: libraries, schools, senior centers, or Chambers of Commerce.

Children And Teen Events and Classes

All decisions regarding Children and Teen's events and classes will be at the discretion of the Director of Library Services, the Children's Services Supervisor, and the Young Adult Librarian. The Children's Services Supervisor manages Children's events and classes. The Young Adult Librarian manages Teen events and classes. The Library will only sponsor/host events and classes where the performer(s) meet the following criteria:

1. Performer must be in the CTLS's Texas Performers and Speakers database or must be a former North Richland Hills Library performer. These professional performers and presenters reflect unique or specialized expertise and may be hired for Library events and classes such as The Mayor's Summer Reading Club. Exceptions may be allowed in the case of a performer who is highly recommended by a local school district or local public library.
2. Performer must have some previous experience performing for young audiences in schools, libraries, or other similar locations.
3. Topics must meet the needs and interests of the community and also be age appropriate.
4. Performer must provide references from libraries or similar organizations where they have presented if they are not in the CTLS's Texas Performers and Speakers database. Examples of similar organizations include: libraries, schools, senior centers, or Chambers of Commerce.

Author Appearances

All decisions regarding author appearances for author events will be at the discretion of the Director of Library Services, the Children's Services Supervisor, and the Young Adult Librarian. The Library only hosts stand-alone events for authors who have: national recognition; are reviewed in nationally-recognized review sources such as *Publisher's Weekly*, *Booklist*, *Library Journal*, or *School Library Journal*; and have representation by national publishing houses. Authors must meet the needs and interests of the local community. Additionally, their books must be age appropriate for the specific event/program.

Local authors who do not meet the criteria for Author Appearances may apply to participate in the Library's Local Author Events.

The Maker Spot Classes

The Director of Library Services and designated staff manage The Maker Spot events and classes. All The Maker Spot instructors are Library staff or volunteers. The Maker Spot will only sponsor/host events and classes when the instructors meet the following criteria:

1. Instructors must have demonstrated experience in subject matter of presentation.
2. Topics must meet the needs and interests of the maker community.
3. Instructors must complete The Maker Spot Volunteer Application and Volunteer Instructor Form.

Library Meeting Rooms

Presenters, performers, or instructors who do not meet the criteria for a Library-sponsored program may apply to use the Library's meeting rooms. All Library policies will apply to their application.