



LOWER MACUNGIE LIBRARY
inform • enrich • empower

LIBRARY PROGRAMS POLICY

The Lower Macungie Library supports its mission to inform, enrich and empower our community by developing and presenting programs that provide additional opportunities for information, learning, and entertainment. Programming is an integral component of Library service that:

- Expands the Library's role as a community resource
- Introduces residents to Library resources
- Provides opportunities for entertainment and lifelong learning
- Expands the awareness of the Library and the community
- Promotes current issues, interests and needs related to the community

Programs will be developed and presented by library staff. Programs may also be co-sponsored by the Library with other community organizations in an effort to create community partnerships. Library programs will take precedence over community organization programs. Professional performances and presentations that reflect specialized or unique expertise may be engaged for Library programs. Library staff who present programs do so as part of their regular job and are not hired as outside contractors for programming.

Library programs will be scheduled throughout the year, determined by resident surveys, focus groups, program evaluations and other public input from a variety of means. Speakers from community groups and businesses may be invited to present programs on topics of general interest or of a timely manner. Presenters (other than authors) may not directly solicit business before, during, or following a program, unless approved by the Executive Director. Library staff will neither benefit nor participate in the sale of goods sold by presenters and/or authors. Business cards and brochures may be left on the display table for attendees to pick up.

Registration may be required for planning purposes or when space is limited. A non-refundable registration fee may be charged in advance for certain types of Library programs. Persons attending library sponsored or co-sponsored programs are expected to adhere to Lower Macungie Library's policy on patron conduct.

All users shall have general liability insurance which shall name Lower Macungie Library as an Additional Insured and which shall provide minimum coverage of \$1,000,000 per occurrence and \$2,000,000 aggregate. The insurance shall be primary to any insurance maintained by Lower Macungie Library and shall remain in effect during the time that the user is using the Library facilities. The insurance policy shall provide that the Library receive 30 days written notice of cancellation prior to any cancellation or non-renewal of the insurance. A Certificate of Insurance will be reviewed to assure conformance with the Library Policy, Rules and Procedures.

The user agrees that it will indemnify, defend and hold harmless the Lower Macungie Library, Board of Trustees, its employees, consultants, legal counsel and volunteers from any and all claims including bodily injury or property damage, liabilities, losses, damages, fines, costs, fees and expenses including attorney's fees and costs arising out of or in any way relating to the user's activities upon the Property including without limitation claims of third parties for property damage or for bodily injuries and any and all expenses or obligations including reasonable attorney's fees and costs.

The Lower Macungie Library prohibits discrimination in all its programs and activities on any basis. All activities offered by Lower Macungie Library are held in accessible locations. Special accommodations for individuals with disabilities are available upon advanced request to the Executive Director.

To preserve the ability to meet Library needs under changing conditions, the Lower Macungie Library Board reserves the right to modify, augment, delete or revoke any and all policies, practices and statements at any time without notice.

Approved by Lower Macungie Library Board on March 29, 2011