

## SERVICES

## 450 - Library Sponsored Programming

## 450 - Objectives

One of the ways to serve the cultural, educational and leisure needs of the community is through programs related to the interests and needs of the residents of the district. Library sponsored programs also present a valuable opportunity to promote the library, to attract new patrons, and to showcase library materials. Library programming shall support the library mission and strategic plan.

## 450.1 - Cost to Patrons

Generally, programs will be free of charge but costs for materials or supplies needed by program participants may be charged to participants.

## 450.2 Sale of Merchandise by Speakers

Guest speakers/performers may sell items to the public under the following conditions:

- 450.2-1 - Merchandise is not promoted through the program and the sale of merchandise does not interfere with the program.
- 450.2-2 - Enjoyment of the program is not hindered for people uninterested in purchasing merchandise .
- 450.2-3 - Merchandise is sold at a cost no higher than the retail price of the item.
- 450.2-4 - The sale immediately precedes or follows the program.
- 450.2-5 - Merchandise offered for sale is appropriate to the presentation.
- 450.2-6 - All sales of merchandise must be approved in advance by staff.

## 450.3 - Attendance

Indian Prairie cardholders may take precedence over non-cardholders for library sponsored programs.

## 450.4 - Library Co-sponsored Programs

The library may co-sponsor programs with local organizations or government entities. These programs shall support the library's mission and strategic plan and be promoted by the library (See also #660 - Use of Meeting Rooms.)

## 450.5 – Privacy of Information

The library will not share personal information provided by program attendees such as names and addresses. Presenters may ask program attendees to provide information such as contact information but attendees are under no obligation to provide that information.

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