

## **CHESTER COUNTY LIBRARY & HENRIETTA HANKIN BRANCH PUBLIC PROGRAM GUIDELINES**

Programs and interpretive activities are provided for all library patrons to further promote and extend the collections, services, goals and mission of the Chester County Library & Henrietta Hankin Branch.

The Chester County Library & Henrietta Hankin Branch provides a variety of activities for children, young adults and adults such as book discussions, art displays, author visits, lectures, summer reading programs, story times, etc. which meet the Library's goals and objectives. These are referred to collectively as programs.

The Chester County Library & Henrietta Hankin Branch strives to design a framework for well-balanced, well-planned and farsighted programming for the current year and beyond. Library sponsorship of a program does not constitute an endorsement of the content of the program, the presenter or the viewpoints expressed by the participants.

Solicited and unsolicited programming ideas from individuals or groups will be reviewed by the Library and considered on a case-by-case basis. As with all Library-sponsored events, only those programs that promote and extend the Library's collections, services, goals and mission will be considered. A Library-sponsored program must not promote the services, products, or philosophy of an individual group. The Library will request the following information from an individual or group requesting a Library-sponsored program:

1. Name (individual or group), mailing address, telephone and email address
2. A written program outline/summary, including title, purpose and length of the program and the target audience
3. Credentials, resume and experience of the program presenter
4. Background history of the presenting group
5. References
6. A possible interview/audition

There are a few things we would like you to know about presenting a program at the Library.

- The program will be **free and open to the public**. The Chester County Library will arrange for publicity and promotion of the program.
- Because the program is promoted to the public, we will need to count on you for the date for which you have been confirmed.
- **The program may not be sales or promotional-oriented.** While professionals or businesses may be invited to speak, the program presented should always be general in nature.
- To protect the privacy of our patrons, speakers **may not** collect names, addresses, email addresses or phone numbers of attendees during the program.
- Speakers may bring business cards or brochures for attendees to pick up but not handed out.

- The Library may collect names and telephone numbers for registration and cancellation purposes only. Speakers may not have access to this data. Registration lists shall not be saved or disseminated.
- Attendance at Library programs varies widely. A minimum number of attendees is not required for a program to commence.
- The Library may provide an evaluation sheet. This sheet will not contain any personal information from the evaluator. Speakers may request copies of these evaluations after the program.
- Please contact the Program Coordinator at (610) 280-2642 should you have questions about these guidelines.