**Murrysville Community Library**

**Programming Policy**

**Title:** Murrysville Community Library Programming Policy

**Approved:** July 20, 2023

**PURPOSE**: To establish clear guidelines for those wishing to conduct a program that will take place within, or in association with, the Murrysville Community Library.

**STATEMENT OF POLICY**:

Murrysville Community Library (herein referred to as MCL) is the Library for Murrysville, Export and Washington Township residents. MCL is a part of the Westmoreland Library Network, an alliance of twenty-three (23) public libraries in Westmoreland County, whose purpose is to ensure free public library access to all residents of the county. MCL’s mission is to inspire ideas, enrich lives and create lifelong learning, literacy and enjoyment. This is accomplished by maintaining a thoughtfully curated and comprehensive materials collection, coupled with informative, entertaining and relevant programming events.
A program is an event aimed to enrich, entertain, and educate members of the community. MCL strives to curate diverse and inclusive programming that is relevant to all members of the community. All programs are reviewed by the Programming Librarian and Library Director to ensure they meet MCL’s guidelines and uphold the library’s mission to inspire ideas, enrich lives and create lifelong learning, literacy, and enjoyment.

**General Programming Guidelines**

1. MCL reserves the right to decline or cancel any event or program which it feels does not meet the MCL guidelines or uphold the library’s mission.
2. Programs shall be free and open to all members of the public, unless advertised as a fundraiser which directly benefits the library.
3. Registration is generally required in order to gauge anticipated attendance and to prepare accordingly. Patron information is never stored, shared, or used outside of the registration process. Any request by a program facilitator to have access to patron information will be denied. Additionally, such a request may serve as grounds for declination or cancellation of a program.
4. MCL manages the promotion of programs through the library’s social media, in-person flyers and handouts, by contacting appropriate media venues, via email newsletter notifications, and posting to MCL website and calendar of events. Program facilitators are encouraged to advertise as well, as long as the advertisement content is aligned with that of MCL.
5. No solicitation. Program facilitators are not permitted to solicit library patrons or program attendees as the primary purpose of the program. In this context, solicitation is the advertisement and recruitment of clients or customers for the benefit of a business owner and/or their business. Programs must remain focused on the MCL mission to enrich, entertain, and educate.
6. No screening.Program facilitators are not permitted to screen library patrons or program attendees. In this context, screening is the evaluation or investigation of something as part of a methodical survey, to assess suitability for participation or for other undisclosed reasons.
7. Program facilitators are not permitted to offer incentives for patrons to attend their programs. In this context, incentive examples include gift cards or monetary compensation in exchange for program attendance.
8. The sale of products is prohibited at MCL adult programs, except in the instance where sale of a product promotes literacy, culture, and learning within the community. The Programming Librarian reserves the right to determine if the sale of products meets these guidelines.
	1. With the approval of the Programming Librarian, writers, performers, and artists may sell copies of their work after their programs, but attendees are *not* required to purchase a copy.
9. MCL may compensate presenters for their contribution to programming, but certain conditions must first be met. MCL requires that such program facilitators be transparent regarding their rates. If a fee is not discussed upon initial disclosure of the program, or when the Programming Librarian requests information regarding payment, MCL reserves the right to cancel the program and/or deny payment to the program facilitator.
10. Program facilitators shall remain mindful that MCL is a public library, and all content must be appropriate for a public library setting. No nudity, profanity, racial slurs, or similar offenses will be tolerated.
11. MCL reserves the right to decline or cancel any event or program that requires an excessive amount of staff resources or time.