



## BRACEBRIDGE PUBLIC LIBRARY POLICIES AND PROCEDURES

CATEGORY: Facilities Use #6

SUBJECT: Program Space

POLICY REPLACING: New

BOARD APPROVAL DATE: October 11, 2016

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### RATIONALE:

One of the Bracebridge Public Library's goals is to connect patrons with information and ideas, which may be done through programs and events. This policy provides guidelines for library-initiated programs and other programs approved by the Library CEO/Chief Librarian, or their designate.

### DEFINITIONS:

#### **Non-profit:**

Generally refers to an organization whose profits are not passed on to its members. Such an organization may carry on activities that may realize a profit, provided that those activities do not constitute the primary activity of the organization and that the funds realized are used for the objectives of the organization and not passed on to its members.

### POLICY STATEMENT:

The Library welcomes proposals from the community and gives priority to those that complement the Library's goals, services and collections. Programs will follow the Library's Purpose Statement and the suitability of the Library's physical space. At its discretion, the Library may cancel a program at any time.

### Selection and Planning of Programs

1. Programs planned and delivered by Staff:
  - The Library will offer both free programs and those for which a cost-recovery fee may be charged.
2. Programs cooperatively planned and delivered by the Library and an individual or organization at the Library's request, with or without a fee for materials.
  - The Library's role in such programs may include, but is not limited to, library staff time in planning the program, furnishing space for the program and promotion of the program.
  - No fee will be charged to the presenter for rental of space or equipment
  - An honorarium may be provided to the presenter at the discretion of the Library CEO/Chief Librarian
  - Any fee or expense reimbursement paid to the presenter will be negotiated on an individual basis
3. Programs planned and delivered by an individual or organization with the approval of the Library, with or without a fee for the participants.
  - Anyone presenting programs of a commercial nature will be required to pay a program space fee as set by the Library Board.



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- Any admission fee charged will be set at a level that will likely result in a modest net revenue for the Library.
- Any cancellation fee must be negotiated prior to program approval.

An individual or organization interested in providing a program by method (3) may at any time submit a Program Proposal Form to the Library. The Library will consider the proposal based on the following criteria:

1. The compatibility of the program proposed with the Library's Purpose Statement
2. The perceived demand or needs of the community;
3. The current priorities and strategic direction of the Library;
4. The specialized nature of the program which is outside the scope of library staff;
5. The availability of suitable space and of staff time to manage the project;
6. The reputation, qualifications, and related experience of the applicant;
7. A preference for individuals and organizations located in Muskoka, and a preference for non-profit status;
8. A primary purpose beyond promotion of the presenter's business;

The Library retains the sole right to determine whether a proposal will be pursued. If it is not pursued immediately, the Program Proposal Form will be kept on file for a period of one year from the date of submission, and if a program of the nature proposed is considered by the Library within that period, the applicant will be considered for that purpose. In the event that there are multiple third parties offering programs of a similar nature, the Library will choose which applicant or provider to pursue based on criteria (5) to (8) above.

An unsuccessful Program Proposal shall have no appeal to the Library Board unless there is evidence that this Policy was breached.

### **Attendance at programs**

Programs must be open and accessible to all members of the public, with the following restrictions:

- Only programs in cooperation with the Library may be arranged specifically for a group or school class;
- When necessary, numbers may be restricted and registration required on a first-come, first-served basis;
- Programs may have intended audience age groups and the Library reserves the right to limit attendance accordingly;
- In some cases specific days may be set aside for registration for regular programs, in which case advance registrations will not be permitted;
- Fees for registered programs must be paid at the time of registration or within 3 days of registering, and no post-dated cheques will be accepted;



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- An additional fee as well as a later registration date may apply to non-cardholders

### **Refunds**

Registration and admission fees are non-refundable, including where the program does not meet the expectations of the user, except under the following circumstances:

- If the library user cancels registration at least 24 hours before the program begins, all fees less an administrative fee will be refunded. If payment was by cheque, the refund will be held for one month. If the program fee is less than \$5.00 no refund will be given.
- If the Library cancels the program, all fees will be refunded in full.

The Library will respond to feedback and complaints regarding programs.

### **Liability**

The Library does not assume responsibility for damages, personal injury, illness or theft arising from participation in any program, or in any facility, or at any location where a program is held.

The Library does not assume responsibility for the supervision of minors attending programs. Parents or caregivers are required to attend programs for children less than 3 years of age. For most programs for children 3 to 10, parents or caregivers do not attend the program but must remain in the Library building during the program, preferably in or near the Children's Services Department. The Library does not assume responsibility for children while on Library property. Parents and caregivers are encouraged to inform program facilitators if the child has any pertinent medical, physical or allergy issues.

### **RELATED DOCUMENTATION:**

Children's & Young Adult Services #2 - Safe Child Policy

Circulation Policy #5 - Fines & Fees 2015

Program Proposal Form

PREVIOUS REVISIONS: None

ADAPTED FROM: Toronto Public Library, Newmarket Public Library, Haldimand County Public library