

PURPOSE:

To ensure program and event creation and registration are uniform at all Chesapeake Public Library locations.

POLICY:

All programs are open to the public and are free of charge. The Library reserves the right to establish age limits and target audiences.

Costs may be incurred at the discretion of Library Administration for the following types of events:

- Fundraising to benefit the Library or City, events sponsored by Friends of the Chesapeake Public Library, Chesapeake Library Board, Chesapeake Public Library Foundation or a pre-approved partner
- Sale of books, CDs or merchandise by authors, performers or vendors as part of an approved program or event
- Admission to cover the overhead associated with a special event

Library staff who present programs or plan events do so as part of their job responsibilities, and serve as representatives of the City. No events shall be approved for commercial, religious or partisan purposes, or for the solicitation of private business resulting in personal profit on behalf of the staff or presenter, excluding those events that include vendor agreements.

In developing events and delivering programs, Library staff and performers ensure programs retain the high quality expected from Chesapeake Public Library.

Programs will be developed and evaluated based on the following criteria:

- Support of the strategic plan
- Budget and cost for the event
- Space and equipment required
- Community need
- Connection to other community events
- Presenter qualifications and event content

Attendance for programs is on a first-come, first-served basis. Registration may be required for some programs. Publicity for programs will include information about registration. Registration may be required in advance or may be at the door. Only two registrations per person are allowed unless the patron is a parent with more than one child. To accommodate as many people as possible, patrons are encouraged to register at only one Library location for a program that is being offered at multiple locations. Patrons are encouraged to call the Library location if they are unable to attend the program for which they registered.

Groups must call to register for programs. Failure of a group to arrive for a program at least ten minutes prior to the beginning of the program will result in giving the group's reserved seats to others who are present.

Future registration for programs may be denied for individuals or groups which habitually fail to provide prior notice when they are unable to attend programs for which they have registered.

Responsibility for programs rest with the Director. However, Library events can be created and implemented by any Library staff with approval through Library managers. All programs will follow criteria set forth by Library policy and in cooperation with Youth and Family Services and Adult Service Coordinators.

Patrons with concerns regarding Library programs can direct those queries to Library managers or Library Administration.

Exceptions to the policy may be made at the discretion of Library Administration.