

SPONSORED PROGRAM GUIDELINES

The Ray Township Public Library sponsors and co-sponsors planned public activities in the library for civic, cultural or educational purposes.

1. A program can be, but is not limited to, a presentation on library services, storytime, arts and crafts, lecture, workshop, discussion group, performance, reading, booktalk, puppet show, demonstration, and is provided for adults, young adults and/or children in groups of two or more.
2. Library staff determines and approves topics, speakers, frequency and resource materials for library sponsored programs based on the interests and information needs of the community.
3. Library co-sponsored programs may be conducted in cooperation with government agencies, educational institutions, civic organizations, Friends of the Library or other organizations approved by the library director.
4. Presentations may be conducted by library staff, or other authorized representatives, authors and performers, but shall not include speakers representing for-profit or commercial businesses.
5. Registration will be extended to the residents of Ray Township in advance of the program's commencement. Registration will be open to patrons outside of Ray Township after residents have been given an opportunity to register. Program descriptions and registration deadlines will be posted on the library's website and at the Library. Class sizes may need to be limited and will be stated in the program's description.
6. Sale or distribution of products, printed information or services at library programs is limited to the following items as approved by the library director.
 - A. Copies of a featured author or performer's work.
 - B. Supplies for programs, printed information and items for sale by the library or Friends of the Library.
 - C. Learning materials, course credits or food services offered by a non-profit group and not intended as a fund-raiser.
 - D. Any exceptions to these limits must be requested in writing and approved in advance by the library director.
7. Concerns, questions or complaints about library sponsored or co-sponsored programs will be processed in accordance with library policies and regulations that govern use of other library resources.

