



LIBRARY PROGRAM POLICY

Thank you for your interest in presenting a program at the Lodi Memorial Library. Please review the following and submit a *Library Program Proposal* form for consideration. Programs will be reviewed in the order received.

Lodi Memorial Library Mission

The mission of the Lodi Memorial Library is to provide quality services, resources and lifelong learning opportunities through books and other forms of media to meet the informational, educational, cultural and recreational needs and interests of its diverse and changing population, fostered by a dedicated staff committed to excellence in patron service.

Library Programming Policy

Programming is an integral component of library service that:

- Expands the library's role as a community resource
- Provides entertainment and education
- Raises awareness and visibility of the library as a place where community happens
- Attracts new library patrons

Library staff use a variety of criteria in determining eligibility for programming, including community needs and interests, availability of space, presenter qualifications, budget and connection to other community events, among others. In addition, the library draws upon other community resources in developing programs and actively partners with other community agencies, organizations, educational and cultural institutions, or individuals.

All library programs are free and open to the general public. Registrations for some programs might be necessary when space is limited. The library is committed to ensuring access to all and reasonable accommodations will be made to ensure people with disabilities may attend or participate.

The library does not knowingly discriminate through its programming. Library sponsorship of a program does not constitute endorsement of the content of the program or views expressed at the program.

Any sales of products at library programs must be approved by the library. Programs are not used for commercial, religious, or partisan purposes or the solicitation of business. External organizations or individuals partnering with the library on programs must coordinate marketing efforts with the library.

The library welcomes expressions of opinion from the community concerning programming. If a patron questions a library program, he/she should first address the concern with the library director. Requests for review of programs will be considered in the same manner as requests for reconsideration of library materials.

Applying for library sponsored programs

All individuals and organizations requesting consideration must complete the *Library Program Proposal* form. The form must be received at least two months prior to the suggested program date. Submission of a *Library Program Proposal* form does not guarantee acceptance of a program. Forms are reviewed in the order that they are received.



Library Program Proposal

General Information:

Today's Date: _____ Contact Person: _____

Phone: _____ Email: _____

Organization (if applicable): _____

Street Address: _____ City: _____ State: ____ Zip: _ _____

Program Information:

Program Title: _____

Program Type (e.g. music, workshop, lecture, etc.) _____

Program Description:

Program Length _____ minutes. If this is a series, how many programs? _____ and time(s) _____

Preferred date(s) _____ over what period of time? _____

Describe any special time considerations, such as a tie-in to holiday, anniversary or local event.

Are you promoting a book? YES NO If yes, please provide title and name of the author and publisher:

Have you or your group previously presented a program at the Lodi Memorial Library? YES NO

Have you presented at other public venues? YES NO If yes, where and when?

Who is the target audience? (include ages) _____

Name(s) and brief resume of presenter(s)

Name(s) of any co-sponsoring organization(s) you would be working with such as a business, university, nonprofit, or community group:

Describe any special supplies of audio visual equipment to be provided by the Library

Are you requesting a stipend or fee? YES NO If yes, describe _____

Will you be providing publicity materials such as photos or a press release? YES NO

Please submit completed application and PR materials by email to director@lodi.bccls.org,
send by mail or drop off at the Library.