

Policy Manual – Operating

PROGRAM POLICY

The Parsippany Library offers programs to meet the educational, informational, cultural, entertainment and learning interests of children, teen and adult residents. The Library welcomes partnerships with local businesses, community leaders, community organizations, health care providers, educators, authors and performers.

Library-sponsored events shall generally be voluntary, free, and open to the public. In the following cases, fees may be charged if approved by Library staff in advance: Fundraising events to benefit the Library, or the Friends of the Library, sales of books, music, or other items by authors or performers/presenters as part of an event. Presenters are encouraged to donate a copy of their work to the Library's collection.

Every attempt will be made to accommodate those who wish to attend a program. However, when safety, room capacity, cost, or the success of an event requires, attendance may be limited. Criteria for attendance limits may include library membership status, advanced registration lists, or limits established at the door.

In some cases, the nature and success of a program may require age-based limits, particularly for programs intended for children and teens which are geared to their interests and developmental needs. In no case will attendance be limited by age because the topic has been deemed controversial or inappropriate.

Program presenters will be carefully vetted and selected from local, regional, national, and international talent in order to prepare a program schedule that meets Parsippany Library's high standard for quality information and cultural exchange. Our Program Proposal Form can be found on the library's website.

The Main Library has two meeting rooms with a dividing wall. These two rooms may be used as one large room. Room A has a stage, projector, screen and piano. Room B has a screen and projector. The library can also provide a podium, tables, chairs, DVD player, easel and microphone. Wi-Fi is also available. Presenters must bring their own laptops if they need to use a computer for their presentation.

Requests from individuals to present, including author readings and signings, will be considered and weighed against the public's interest in the topic, space/staffing/budget/scheduling constraints, as well as the presenter's qualifications, expertise, and reputation. Potential presenters may be asked to complete a program proposal form.

Library staff will not be liable for the content of any program presented by a third party.

Policy Manual – Operating

The Library promotes events in order to maximize public engagement. To ensure successful promotion of Library events, presenters must comply with all staff requests for program information in a timely manner. Failure to do so may result in the cancellation of an event.

Library-sponsored events must have a particular educational, informational, or cultural value to the community. No presenter shall use a program to advertise or recruit customers or members, nor to collect signatures for petitions or letters. Programs may not be used for commercial, business solicitation, religious, or partisan purposes.

Election information, such as candidates' forums that include invitations to all recognized candidates, or ballot measure information sessions, may be offered.

The Library does not offer programs that support or oppose a specific religious conviction. However, events celebrating holidays, customs, or other cultural celebrations may be offered.

Co-sponsorship of an event is defined as the Library partnering with another agency, presenter, or business to provide a program to the public. Co-sponsorship does not constitute an endorsement of the content presented nor the views expressed by participants. Partnering agencies, business, and organizations will receive acknowledgement in all promotional materials.

The Parsippany Library has a "no sell" policy. This means that presenters may distribute business cards and literature to attendees but may not sell, take orders or collect contact information from attendees. The only exceptions to this policy are authors and performing artists who may sell their books and other materials. If these sales are made, the Library receives 10% of the sale.

The Library welcomes feedback from all patrons concerning programs. Questions from the public about a specific event should first be directed to the staff member managing the event. Further questions and concerns should be addressed with Library Administration.

All programming decisions are determined by staff, who reserve the right to decline any proposed program.

Adopted: 6/26/23