

## Universal City Public Library

### Programming Policy

The Universal City Public Library (UCPL) is committed to providing programs that foster literacy, community growth, personal connections, and cultural appreciation. Library programs extend and promote the role of the library as a community resource. This policy addresses programming developed by the library, sponsored and co-sponsored by the library, and developed by members of the community.

- I. Library Program Guidelines
  - a. Library staff may use, but are not limited to the following criteria in program planning:
    - i. Relation to library mission and service goals
    - ii. Budget and staffing considerations
    - iii. Availability of program space
    - iv. Needs and interest of the community
    - v. Presenter background, qualifications, and reputation
    - vi. Presentation quality and treatment of content for intended audience
  - b. Programs are planned in advance, generally two to four months before delivery date.
  - c. Programs must be approved by the Library Director and must adhere to all library rules and policies.
  - d. All library programs are open to the public. Programs that are derogatory and/or discriminate based on gender, age, race, ethnicity, religion and/or sexual orientation will not be approved.
  - e. Every attempt will be made to accommodate all who wish to attend a program. However, when safety or the success of a program requires it, attendance may be limited. When limits must be established, attendance will be determined on a first come, first served basis, either with advanced registration or at the door. The Library Director, or her/his designee has the discretion to reschedule programs.
- II. Sponsored & Co-Sponsored Programs
  - a. The library may partner with individuals, agencies, organizations, businesses, corporations, or entities to provide programs that are compatible with the library's mission and service goals. Library sponsorship of a program does not constitute or imply an endorsement of its policies, beliefs, or programs by any library personnel, the UCPL, or the City.

- b. Sponsored or Co-Sponsored programs provided in partnership with the UCPL are required to be open to the public and free of charge.
- c. Programs must provide information or an experience for the public without promoting a business, product, or commercial enterprise. Fundraising is not permitted. Commercial advertising and direct solicitation is prohibited.
- d. Co-sponsored programs must include involvement by library staff in the planning of program content.
- e. Professional presenters and performers that offer unique or specialized expertise may be hired for library programs dependent upon budget considerations.
- f. The Library is a public place and the City does not assume any responsibility for content provided by others and does not waive any immunities or rights provided to the City under state or federal law.

### III. Program Proposals

- a. Program proposals from individuals, agencies, organizations, businesses, corporations or entities which complement the mission and service goals of the Library are welcome and will be considered. Proposals must be submitted in writing utilizing the Program Application Form. Printed copies of this form may be requested at the circulation desk at the library. Copies are also available for download from the library's website.
- b. Requests from other individuals, agencies, organizations, businesses, corporations, or entities to conduct and/or present a library program are considered using the criteria in program planning listed under Library Programs Guidelines.
- c. Program proposals will be considered based upon UCPL needs and resources. Library staff will notify the applicant if a program is approved or disapproved within six (6) to eight (8) weeks of receipt.
- d. The library reserves the right to make the final decision regarding content and presentation of all programming.
- e. The Library is a public place and the City does not assume any responsibility for content provided by others and does not waive any immunities or rights provided to the City under state or federal law.

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## Program Application

- Please read the Programming Policy before completing this form. A request for a program should be received two to four months in advance.
- The UCPL reserves the right to conduct a background check on anyone who provides programs for children ages 18 and under or request that a background check of sufficient documentation be provided to the UCPL.
- Due to limited resources, The UCPL is not able to accept every applicant. The UCPL will notify the applicant accordingly if the Program Application has been approved or denied.

**APPLICATION:** Please complete all sections listed below. Please attach any additional information to the back of this form.

Type of Program (circle one)

- Adult
- Teens
- Kids
- All ages

Your Name: \_\_\_\_\_

Business name or stage name (if applicable): \_\_\_\_\_

Phone Number: \_\_\_\_\_

Your email address: \_\_\_\_\_

Website address (if available): \_\_\_\_\_

Address: \_\_\_\_\_

Credentials/experience:

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Title of Program:

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Description of Program:

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Program Duration:

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Will you require registration? (Check one)

Yes

No

Type of Presentation (check one)

Performance

- Lecture
- Hands on/ Interactive
- Other \_\_\_\_\_

Do you charge a fee? If so, what is your fee? (The library requires that you submit an invoice and W9 form).

- Yes \_\_\_\_\_
- No

Do you have avenues to advertise your program? (check all that apply)

- Email lists
- Website
- Social media
- Print collateral
- Other \_\_\_\_\_

Will you require assistance from the library in promoting and marketing your program? If so, please list below (please note that limited staff availability and resources are not always able to assist with marketing and are not guaranteed).

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If a program is recurring, are you able to commit to the execution and established dates/times of the program in its entirety?

- Yes
- No

Signatures:

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Applicant

\_\_\_\_\_  
Date

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Staff Use Only

Approved

Denied

Reason for Denial:

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\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Library Director

\_\_\_\_\_  
Date