Programming Suggestion Policy

Programming is essential to the Library's commitment to providing its patrons with opportunities to learn, create, connect, and grow.

The Library Director and other staff will meet quarterly to discuss the proposed ideas and make decisions about the suggestions.

The following criteria are considered in this decision-making process:
- Community's needs and interest
- Availability of program space
- Availability of Library staff
- Presentation quality
- Presenter background/qualifications in the content area
- Budget
- Historical or educational significance
- Connection to other community programs, exhibitions, or events
- Relation to Library collections, resources, exhibits, and programs

Proposal submission time frame:	For programs to take place from
November 1 - January 31	June, July, and August
February 1 - April 30	September, October, November
May 1 - July 31	December, January,
August 1 - October 31	February March, April, May

Programs will not be scheduled solely as business opportunities for presenters.
However, sometimes a presenter with expertise in an area of interest to the community will be selected to share that knowledge. In this case, they may refer to their business as far as that experience relates to their expertise.

Vendors may only collect information about program participants with express written permission from the Library Director and Participant.

The Library must approve promotional materials provided by the Vendor and reserves the right to edit. If the Vendor does not provide promotional materials, the Library will develop flyers or graphics to promote the event.

Please use the **Program Suggestion Form** to submit your proposal. All proposals will be held for consideration for one year.

Resolution: Adopted on April 2, 2024, by unanimous vote of the Board of Trustees of the Olive Free Library.

Program Suggestion Form

Submission Date: _____ Proposed Program Date: _____

Name: _____

Company: _____

Website: _____

Email: _____ Phone: _____

 Address: _____

_____

Program Title: _____ Fee (if any):$_____

Audience: _____ Length of program: _____

Program Description:

_____

_____

_____

_____

_____

Intended Outcome for Program Participants:

_____

_____

Number of Participants: _____ (minimum) _____ (maximum)

Equipment, supplies, or special space needs:

_____

_____

I have read and agreed to the Program Policy.
Signature: _____

For Library Use:

Received by Staff Member:

_____Date:_____

Resolution: Adopted on April 2, 2024, by unanimous vote of the Board of Trustees of the Olive Free Library.