



Belvedere Tiburon Library

Policy and Procedural Guidelines for Library Sponsored Programs

Adopted by the Belvedere-Tiburon Library Agency July 16, 2001

Revised on January 13, 2003

Revised on October 20, 2003

Revised on October 18, 2004

Revised on July 17, 2006

Revised on November 20, 2006

Revised on June 23, 2008

Revised on January 13, 2014

Revised on March 21, 2016

The Belvedere-Tiburon Library Agency oversees all Library programs and events, including staff planned and volunteer committee events. The Belvedere-Tiburon Library Founders Meeting Room is used only for library related and library sponsored functions, such as programs for children, teens, and adults, technology workshops, senior events, meetings, and discussion groups. The library sponsors programs for the Belvedere and Tiburon community that are cultural and educational in nature, further the goals of the library, and support the mission to "encourage and support a literate, enlightened and cultured community".

Library administration, under the jurisdiction of the Belvedere-Tiburon Library Agency Board of Trustees, is responsible for overseeing all library sponsored programs. Committees of local residents support the library in recommending, scheduling, organizing, promoting, and hosting program events. Library staff may develop and host programs that have been approved by Library administration. Generally, the Library's programs, though educational, are not considered classes. Library sponsored programs are generally singular events and open to the general public with preference given to local residents.

The following guidelines are written to assist library administration, staff, and program committee volunteers in their efforts to produce programs that further the goals and mission of the library.

The library will sponsor and produce:

1. Programs for the residents of Belvedere and Tiburon.
2. Programs that showcase the work of the residents of Belvedere and Tiburon, such as authors, artists, etc.
3. Programs that focus on literature and encourage reading, such as story hours for children, book reviews (ex. Elaine Petrocelli event), book clubs, nationally known authors, local authors, etc.
4. Programs that focus on art, such as docent presentations of local museum exhibits, receptions and presentations of the work of artists exhibiting in the Founders Room, and lectures by regionally and nationally known artists.

5. Films that are of cultural and educational integrity, artistic merit, and public interest. Film programs geared toward children, teens, and adults will be advertised accordingly.
6. Programs that educate and train the public in the use of the library as a resource, such as Internet training programs, reference resources, library tours, classroom visits, local school teachers meetings, etc.
7. Programs of special interest due to the presenter, timeliness and appropriateness of subject matter, and interest in and benefit to the community, especially when the presenter is a resident of Belvedere or Tiburon. This can include events such as travel programs, areas of specific expertise, locally relevant (hiking Marin), etc.
8. To meet the diverse needs, tastes, and interests of all residents, programs are selected on a wide variety of subjects, with varying points of view, balanced perspectives, and for all age ranges (children, teen, adult).

Scheduling and managing programs:

1. Many programs are recommended and solicited by members of the Program Committee, library staff, and other library representatives. In this case, presenters are generally known and the subject matter of the presentation is generally understood.
2. For any program request submitted or recommended to the library by committees, volunteers, or other organizations, the Library Program description form should be completed. Staff program proposals will be presented at staff meetings and discussed with administration. A proposal will be written if requested.
3. No meeting or program may be held for profit, no admission fee may be charged or collection taken or articles sold except with the express permission of the library's administration.
4. Programs that advocate for any sect or political party are not permitted.
5. Commercial enterprises may not market their services or send a marketing representative to participate in a program presentation.
6. All publicity materials to be distributed must be submitted to and approved by the library in advance of the presentation. This includes mailings, emails, social media, brochures, flyers, etc. If not submitted and approved, then the library reserves the right to prohibit distribution of the material.
7. The library may advertise the program in the local newspaper, in the library, online, and in other library publications, such as flyers, brochures, and newsletters. If a presenter wishes to self-advertise the program, any publicity should be approved by the library in advance of distribution. This includes news releases, flyers, and online distributions. etc.
8. All programs will be recorded on the library calendar and listed on the library's website.
9. No meetings may be scheduled before the library opens or extend after the library closes without permission of the Library Director or designated representative. All arrangements must be made in advance.
10. The library reserves the right to cancel a program if the Belvedere-Tiburon Library Agency, the Library Director or designee deems such a cancellation in the best interest of the library.
11. All programs in the library are sponsored by the library.
12. The Library may serve wine or other beverages at events and functions, but alcohol being brought into the building by a program attendee or library patron is not allowed. There is a two drink/glass limit on wine or other alcoholic beverages.
13. If a problem occurs during a program, committee representatives should alert library staff on duty. Library staff will respond to the situation.
14. The Library reserves the right to select programs that best serve its stated mission.
15. Aisles should not be blocked.
16. Representatives from the staff and host committee will be present at any event hosted by that group.
17. The responsibility of the Programming and Art Committee members is to attend committee planning meetings, recommend and produce programs, and assist in the preparation and

hosting of programs and events on a rotational basis. The Art Committee, as part of their planning, juries art work in the fall of every year for exhibits in the following calendar year.

18. Library staff may suggest a program to their department supervisor and/or the library director. Once the program is discussed and agreed upon, library staff will work on planning, documentation, and hosting. Staff program publicity should follow the process explained in lines 5 and 6.

Program Committee Members Participation:

1. The Program Committee meets once a month, usually on the second Tuesday of the month at 10:00am. Members should commit to attend on a regular basis. If a member cannot attend, the Chair of the Committee should be notified.
2. Program Committee members have the responsibility to:
 - Suggest, solicit, and schedule programs
 - Confirm with Committee Chair the available dates before scheduling
 - Contact presenters and confirm program dates and times
 - Contact the Committee Chair to finalize and confirm
 - Confirm that the program information and publicity is received
 - Communicate with Library staff about the speaker's equipment needs and other setup details
 - Hang posters at established sites in the community
 - Host and organize programs on a regular and alternate basis
3. Committee members are expected to actively participate and willingly accept assignments and consider the interests of the Library when making decisions.

Library Statement on Committee Participation:

The Belvedere-Tiburon Library Agency Board of Trustees and the Library's Administration encourages members of the community to volunteer their time and talents to enrich and expand Library services. The achievement of the goals of the Library is best served by the active participation of citizens of the community. Volunteers work on committees, special events, projects, and activities on a regular basis. Committee members and other volunteers are viewed as an invaluable resource of the Library.

Volunteers agree to fulfill their commitment and actively perform their duties to the best of their abilities and to observe the goals and procedures of the Library. It is important that people involved in the Library are able to put the best interest of the Library above their personal interests. Volunteers operate within the same policies as the Library staff.

The Library appoints members to committees with the understanding that such service is at the discretion of the Administration of the Library.