

## **Mammen Family Public Library Program Proposal**

### **Guidelines for Library-Sponsored Programs**

The Mammen Family Public Library (“the Library”) is committed to implementing and sustaining programs that promote literacy, inspire a lifelong love of learning, and support the arts, science, and literary needs of our community, per the mission of the Bulverde Area Rural Library District (BARLD). Library programs are typically led by library staff and/or contracted instructors with expertise in the program area. Programming is an integral component of library service that:

- Expands the Library’s role as a community resource
- Introduces patrons and non-users to Library resources
- Provides access to educational resources and learning opportunities
- Offers opportunities for lifelong learning and social engagement
- Expands the visibility of the library

Library staff consider the following elements when planning programs, in addition to adhering to all Library policies:

- Support of the Library’s mission
- Presenter background and qualifications
- Existing programs offered by the Library or available elsewhere in the community
- Anticipated cost per person per program
- Availability of program space

The Mammen Family Public Library values our community partnerships with individuals and organizations whose programs fit within our mission. As the schedule and budget allows, the library welcomes those who are willing to share their knowledge or talent with the public by leading a library-sponsored program.

Individuals leading a program at the Library must adhere to the following guidelines:

- Programs cannot be for commercial, religious or partisan purposes or the solicitation of business.
- If you are connected with a business, you may present a program that shares educational information in a general sense, not specifically about your business in particular, but you may provide cards or brochures that people can pick up as they leave.

- The sale of products at Library programs is generally prohibited unless fundraising for a 501(c)(3) organization. All sales must be approved by the Library in advance of the program.
- At this time, the Library cannot charge attendees for their participation in library programs. Any supplies required for the program will need to be purchased by the Library. Personal supplies provided by presenters must be given without expectation of reimbursement.
- Currently, individuals wanting to lead a program for children must be vaccinated for COVID-19 and submit to a background check.
- Please plan any time needed for “after-the-program” questions or discussions to fall within your allotted program time.

Library programs are often scheduled months in advance. In order to have time to adequately review, plan, and promote a community member-led program, we must receive the program proposal by the deadlines listed in the table below. When possible, the Library will accommodate program proposals received after the proposal deadline, if the individual is pursuing a certification program that requires volunteer hours or public presentations.

| <i>If the program is in...</i> | <i>The proposal deadline is...</i> |
|--------------------------------|------------------------------------|
| January through February       | November 1                         |
| March through April            | January 1                          |
| May through August             | March 1                            |
| September through October      | July 1                             |
| November through December      | September 1                        |

Individuals meeting the above requirements, must complete the attached Program Proposal form and return it to library staff or email a PDF copy to [programs@mfpilibrary.org](mailto:programs@mfpilibrary.org). A librarian will reach out to the contact provided to coordinate program details if we are able to accommodate the proposed program. While we are not able to offer every program proposed, we keep suggested programs and contact information on file for possible future collaborations. Program proposals are reviewed on a regular basis.

Thank you for your interest and willingness to share with the community.

### **Non Library-Sponsored Programs**

Program spaces are sometimes available to community organizations for non library-sponsored events. If you are interested in reserving our space for an event, please review our [Meeting Room Use Policy](#). If your request is in line with the Meeting Room Use Policy, you can request to [Reserve a Room](#) on the Library’s calendar.

# Program Proposal

**Proposed Program Title:**

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**Presenter Name:**

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**Presenter Email:**

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**Presenter Phone Number:**

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**Preferred Dates (Please note if the program is intended to be recurring.):**

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**Preferred Time(s):**

- Morning
- Afternoon
- Evening

**Duration of Program:**

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**Target Audience (If your program is geared towards children, please note the ages and/or grades of the target audience, e.g. "Kinder-3rd grade", or "Ages 10-12"):**

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**Anticipated Attendance:**

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**Brief Program Description:**

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**Program Purpose/Goals:**

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**The mission of the Bulverde Area Rural Library District is to promote literacy, inspire a lifelong love of learning, and support the arts, science, and literary needs of our community. How does your proposed program help the Library fulfill that mission?**

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**How does this program differ from programs currently offered by the Library?**

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**List other institution(s) where this program has been presented and your contact at the institution(s).**

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**List any supplies the library would need to supply for this program.**

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**Is there anything else you would like us to know about your proposed program?**

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**Please attach any supporting materials that pertain to your proposed program (lesson plan, presentation slides, etc.).**

**By signing below (either by a digital mark or handwritten signature), you agree to the guidelines for library-sponsored programs outlined in this document.**

**Presenter Signature:**

**Date:**

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