

MOORE FREE LIBRARY

Program Policy

The Moore Free Library supports its mission of providing information and lifelong learning to the community by developing and presenting programs that provide opportunities for education, information, community connection and cultural enrichment.

Ultimate responsibility for booking programming at the Moore Free Library rests with the Library Director, who manages the library under the authority of the Board of Trustees.

The Library Director considers the following criteria in making programming decisions:

- Relation to MFL collections and mission
- Availability of program space
- Presentation quality
- Presenter background/qualifications in content area
- Connection to other community resources
- Staff time
- Budget and programming cost

Any individual or group interested in presenting a library program may submit a request that will be reviewed according to the above criteria. The library's philosophy of open access to information and ideas extends to library programming. Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by participants, and program topics, speakers and resources are not excluded from programs because of possible controversy.

Normally, library programs are free of charge and open to the public. A materials fee may be charged. Tickets may be sold for specific events.

Performers or authors may sell books or other media they have created as part of a library program. Programs sponsored by the Friends of the Library may include the sale of merchandise as a fundraiser to benefit the library. Sale of any other products at library programs is not permitted unless authorized by the Library Director or designee. Programs may not be used for commercial, religious or partisan purposes.

Public Programming

Authors, speakers, and others who wish to present a public program at Moore Free Library must submit a written request. Requests should be made at least six weeks in advance so that if accepted, the program can be publicized by MFL.

Programming during MFL and Crowell Art Gallery (CAG) open hours may not charge admission and must be open to the public. No private/closed meetings for outside groups will be allowed during MFL/CAG open hours.

Performers or presenters paid by MFL are kindly requested not to solicit donations from attendees.

Private Group Meetings

Groups or individuals may ask to rent meeting space in the Moore Free Library and Crowell Art Gallery outside of library open hours.

There will be a fee for groups or individuals that wish to use library facilities for meeting space outside of library hours. Fees may be waived at the discretion of the Library Director or Board of Trustees, with a preference for non-profit organizations based in Newfane and Brookline, and on the availability of a key holder to open the library for the meeting.

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MOORE FREE LIBRARY PROGRAM REQUEST FORM

I am requesting space for: A meeting for my group A public program

Name of person making request: _____

Phone: _____ Email: _____

Name of group/organization: _____

Date requested: _____ Start time: _____ End time: _____

Description of program or meeting: _____

Anticipated number of attendees: _____

I understand that the maximum room capacity at the Moore Free Library is 25 people.

I would like to borrow the MFL digital projector and/or speakers (fee of \$10).

At the conclusion of the event, I will return the room to its original condition and clean up and remove all trash from the premises or pay a \$50 cleaning fee.

I will be responsible for advertising my event. MFL will post the event on its web site.

I will only charge admission to this event if it is held outside of Moore Free Library's open hours. The admission fee will be _____

I have obtained all required insurance to cover personal injury and damage to the premises and I hold Moore Free Library harmless.

For closed meetings (not public programming), I or my group will pay \$25 per hour for use of the space, including set-up and clean-up time. This fee is waived for non-profit groups based in Newfane and Brookline, VT.

Signature of Requester: _____ Date Signed: _____

-----Do not write below this line-----

Accepted? Yes No Date of Decision: _____

Reason:

MFL Signature: _____ MFL Name: _____