

Manhasset Public Library Program Policy

The Manhasset Public Library (MPL) supports its mission by providing access to a wide range of programs that meet the needs of a diverse community and by developing Library programs that offer opportunities for learning, education and entertainment. Programming is an integral component of Library service that provides the following enhancement to the Library's offerings:

- Introduces attendees to Library resources and materials
- Provides opportunities for lifelong learning
- Raises the awareness and visibility of the Library to the community
- Expands the Library's role as the hub of the community
- Extends outreach for underserved populations
- Provides entertainment

Librarians will use the following criteria in making decisions regarding program topics and speakers:

- Community needs and interests
- Relationship to Library collections, resources, services and events
- Historical or educational significance
- Connections to other community programs, exhibits or events
- Presenter expertise and/or public performance experience
- Presentation quality
- Budget
- Availability of space
- Meets the criteria outlined in the Meeting Room use policy

Unsolicited offers from individuals and organizations to present programs will be evaluated under the same considerations used when planning library programs. Program opportunities should further the mission, vision and values of the Library as outlined in this policy and *MPL's Meeting Room Policy*.

- Library programs may not be used for commercial or partisan purposes, or for the solicitation of business.
- External organizations or individuals partnering with the Library on programs must abide by *MPL's Meeting Room Policy* and coordinate marketing efforts with the Library.
- Persons seeking program opportunities are asked to review this *Program Policy* and complete the *MPL Program Application*.
- The Library reserves the right to use video or photographs taken of program participants for internal use, publication and promotion.

Registration is required for planning purposes or when space is limited. Registration will take place online at www.manhassetlibrary.org or in person at the circulation desk. In the event that a patron needs to cancel their registration, we do maintain waiting lists. Patrons on the waiting list will be contacted when/if space becomes available.

Should the Library need to cancel a program/event due to weather conditions or other unforeseen circumstances, the Library will be under no obligation to make up the missed event.

Registration Requirements:

- A valid MPL library card for each patron (adults, teens and children) is required at time of registration.
- Registration is non-transferable.
- Fee-based programs require payment at time of registration or prior to the first session.
- Program fees are not refundable.
- High demand library programs may be limited to MPL card holders.
- Non-Manhasset patrons may attend specific programs as designated.
- For the most up-to-date registration and program information, patrons should visit www.manhassetlibrary.org or call (516) 627-2300.

Program Fees:

The Library may charge fees for programs in the following circumstances:

- Materials of significant cost are used to produce an item which becomes the personal property of the participant.
- Participants receive print or non-print educational materials which become their personal property.
- The program is a trip that involves a specific cost for transportation, meals and/or admissions.
- Participants receive an attendance or completion certificate which can be used for their personal benefit.

Extenuating circumstances may prompt patrons to request a refund of fees. Those patrons are required to complete the Library's designated refund form. All refunds must be approved by the Library Director or his/her designee. Approved refunds will be issued by check.

Trips:

- Priority for registration will be given to MPL card holders.
- Non-MPL cardholders may register space permitting.
- Patrons under the age of 18 must be accompanied by an adult.
- All trips depart at the scheduled time and will not wait for late arrivals.
- No refunds will be issued for bus trips.
- Our contracted bus companies must comply with US Department of Transportation Hours of Service regulations, which may result in the group ending a trip earlier than expected. Bus drivers are not able to deviate from the approved itinerary and route.

Guidelines for Youth Services Programming

Registration and Attendance:

- Programs are often planned to accommodate a limited number of children. This is done to ensure that children receive the attention warranted and benefit from the activities in the program as well as limited space and materials.
- Most programs are advertised for specific ages of children. These programs have been planned so that they are developmentally and socially appropriate for children of that age.

Parental Supervision during Library Programs:

- Parents or caregivers of children of preschool age or younger are required to remain in the program with the child.
- Parents or caregivers of children in Kindergarten through fifth grade are required to remain in the Library while their child is attending a program.

Guidelines for Teen Programs:

- Teen programs are designated for MPL card holders in grades 7th-12th.
- Teens with a valid MPL card meeting specific grade requirements for each volunteer program are eligible to submit a teen volunteer application to participate in teen community service opportunities.

Filming or photographing at the Library:

In order to protect the rights and safety of Library patrons, volunteers, and staff, photographing and filming in the library is allowed only to the extent that it does not interfere with the provision of library services. See the *Manhasset Public Library's Filming and Photography Policy* for complete guidelines and request forms

Circumstances Not Covered:

The Library Director or his/her designee will resolve any circumstance not specifically covered above.

The Manhasset Public Library welcomes people of all abilities to participate in our programs to the extent the Library is able to provide an accommodation necessary to allow for involvement. A request to Library Administration for a specific accommodation must be made in advance of the program or event.