



Section 8: Library Service Policies

8D | Public Programs

Purpose

Programs and events are a vital service provided by the Library to the Roselle community, providing informational, educational, and entertainment opportunities to participants in alignment with the Library's mission and strategic goals; as well as opportunities to showcase the collections, services, and equipment available at the Library.

Guidelines

In most cases, all programs and events held by the Library shall be free. Exceptions to this include programs requiring some form of supply or certification fee, from which the Library shall not profit, as well as fundraising events hosted by the Library or a fundraising group on behalf of the Library.

In general, programs will not be held that seek to sell products or services directly to attendees; though individuals or organizations presenting at the behest of the Library may be allowed to advertise their services.

Library staff may accept program referrals or suggestions from community members, but there is no guarantee any action will be taken in such cases. Final decisions on programming are made by the Executive Director in consultation with department manager(s) overseeing programming.

The Library reserves the right to establish target age groups for specific programs and restrict participation due to factors like space constraints, supply availability, skill level needed, etc.

When library staff contract with outside presenters/performers, the minimum requirements include a signed agreement outlining all expectations, a W-9 or other sufficient income tax documentation, and a Certificate of Insurance naming the Library as additional insured or a waiver of such requirement signed by the Executive Director. The Library reserves the right to cancel any program contract at any time for any reason.

Adopted: 2/12/92

Latest Revision: 7/16/26

Previous Revisions/Reviews: 2/09/22, 7/11/12, 9/8/10, 9/13/06, 7/9/03