

THE  
HELEN KATE FURNESS  
FREE LIBRARY

100 N. Providence Road, Wallingford, PA 19086 · www.hkflibrary.org · 610-566-9331

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### **Program Policy**

The Helen Kate Furness Free Library (“Library”) offers programs that reflect the mission of the Library to bring lifelong learning, discovery, and joy to the community. The Library functions as an educational, cultural, recreational, and intellectual community resource for all ages, and organizes speakers and events, open to the general public, that advance these goals.

Library staff use the following criteria when making decisions about program topics, speakers, and accompanying resources:

- Relevance to the needs and interests of the community
- Availability of Library staff & program space
- Presenter background and qualifications in content area
- Cost and budget considerations
- Connection to other community programs, exhibitions, or events

#### **Guidelines:**

1. Consistent with the Library’s philosophy of open access to information and ideas, all Library programs are free and open to the public.
2. Registration for programs may be required for planning purposes or when space and resources are limited. In some cases, attendance will be limited based on age, especially for programs intended for children and teens that are geared to their interests and developmental needs.
3. Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by presenters or participants. The Library may mention affiliation of presenters in promotional materials, but this acknowledgement does not constitute endorsement.
4. Authors, artists, and performers who present a Library program may sell their books or creative works following the program at the discretion of the Library Director. Aside from permitting limited sales of creative works, the sale of other products or services at Library programs is not permitted. Library programs must not be commercial, religious, or partisan in nature, and the content must not promote any specific business or organization.
5. Presenters may not collect personal or contact information from program attendees; however, presenters may provide their contact information so that attendees can voluntarily contact them after the program has concluded.
6. Programs may be cancelled due to weather, low registration, or absence of the presenter. Cancelled programs may not be rescheduled.
7. In accordance with the Library’s Photography and Video Policy, photographs or video recordings may be used for library promotional purposes only.
8. A Library staff member will generally be present at all Library programs.
9. When applicable, the Library will submit payment to presenters within 30 days after completion of the program.

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