

CHERRY HILL PUBLIC LIBRARY LIBRARY PROGRAM POLICY

The Cherry Hill Public Library (CHPL) offers programming for all ages based on the principles of its mission: Create Community, Honor Equity, be People Focused, and promote Lifelong Learning. CHPL strives to create programs that meet the varied needs and reflect the diverse interests of our vibrant community.

Library-sponsored events shall generally be voluntary, free, and open to the public. In the following cases, fees may be charged if approved by Library staff in advance:

- Fundraising events to benefit the Library, or the Friends of the Library
- Sales of books, music, or other items by authors or performers/presenters as part of an event. Presenters are encouraged to donate a copy of their work to the Library's collection.

Every attempt will be made to accommodate those who wish to attend a program. However, when safety, room capacity, cost, or the success of an event requires, attendance may be limited. Criteria for attendance limits may include library membership status, advanced registration lists, or limits established at the door.

In some cases, the nature and success of a program may require age-based limits, particularly for programs intended for children and teens which are geared to their interests and developmental needs. In no case will attendance be limited by age because the topic has been deemed controversial or inappropriate.

Program presenters will be carefully vetted and selected from local, regional, national, and international talent in order to prepare a program schedule that meets CHPL's high standard for quality information and cultural exchange. Our Program Proposal Form can be found on chplnj.org.

Requests from individuals to present, including author readings and signings, will be considered and weighed against the public's interest in the topic, space/staffing/budget/scheduling constraints, as well as the presenter's qualifications, expertise, and reputation. Potential presenters may be asked to complete a program proposal form.

Library staff will not be liable for the content of any program presented by a third party.

The Library promotes events in order to maximize public engagement. To ensure successful promotion of Library events, presenters must comply with all staff requests for program information in a timely manner. Failure to do so may result in the cancellation of an event.

Library-sponsored events must have a particular educational, informational, or cultural value to the community. No presenter shall use a program to advertise or recruit customers or

members, nor to collect signatures for petitions or letters. Programs may not be used for commercial, business solicitation, religious, or partisan purposes.

Election information, such as candidates' forums that include invitations to all recognized candidates, or ballot measure information sessions, may be offered.

The Library does not offer programs that support or oppose a specific religious conviction. However, events celebrating holidays, customs, or other cultural celebrations may be offered.

Co-sponsorship of an event is defined as the Library partnering with another agency, presenter, or business to provide a program to the public. Co-sponsorship does not constitute an endorsement of the content presented nor the views expressed by participants. Partnering agencies, business, and organizations will receive acknowledgement in all promotional materials.

The Library welcomes feedback from all patrons concerning programs. Questions from the public about a specific event should first be directed to the staff member managing the event. Further questions and concerns should be addressed with Library Administration.

All programming decisions are determined by staff, who reserve the right to decline any proposed program.

Board Approved: October 2021