



## Fairbanks North Star Borough Public Libraries Programming Policy

FNSB Libraries presents a broad variety of programs to meet the needs of our diverse community. In keeping with our core purpose of 'Inspiring Lifelong Curiosity and Growth,' and as an intellectual and cultural resource for our community, the libraries provide both in-house and cooperative programming intended to:

- Promote literacy, access and culture.
- Enhance exposure to our collections.
- Provide informational, learning and entertainment opportunities.
- Establish the libraries as 'Centers of Community.'
- Encourage civic engagement.
- Expand library visibility and attract new patrons.
- Highlight community involvement and collaboration.

### **Program Definitions:**

- *In-house programs* are determined, planned, publicized and carried out, by library staff. If outside resources are used, library staff will initiate contact.
- *Cooperative programs* are proposed by outside organizations, businesses and/or agencies with the intent of partnering with the libraries.

### **Requirements:**

- Partners who seek to present a cooperative program with the libraries must submit a Program Proposal Form for approval. *Approved cooperative programming does not constitute an endorsement by the library regarding content or views expressed by speakers, participants or partner organizations.*
- Every effort should be made to schedule programs two months in advance to allow for planning and publicity. Unique circumstances can be approved by the Library Director.
- The following criteria must be considered in the approval process. Does the proposed cooperative program:
  1. Meet community needs and interests.
  2. Promote the Libraries' collections.
  3. Provide historical, cultural or educational significance.
  4. Enhance the Libraries' image in the community.
  5. Meet the library's space, budget and staffing limitations.
  6. Plan to present information equitably and not support or oppose any religious or political point of view over another.

- If approved, library staff will schedule the room. Partners may not reschedule an event already publicly advertised. Marketing efforts will be coordinated with library staff.
- Presenters are expected to provide their own materials unless discussed in advance with library staff.

#### Program Management:

- Ultimate responsibility for library programming and approval rests with the Library Director who administers the library under the authority of the Mayor. The Director may delegate authority for program management to assigned library staff.

#### Programming Guidelines:

- All programs must be open to the public and generally free of charge, although a materials fee may be charged off-site.
- No fundraising or sales will be carried out during programs, except in the following instances with advanced approval:
  - Fundraising for the libraries by the Fairbanks Library Foundation or Friends of North Pole Libraries.
  - Book or CD sales during author readings and signings. Twenty percent of proceeds will be donated back to the libraries for the materials purchase fund.
- Professional performers and presenters can be hired by the library.
- Participants should expect that photographs and videos will be taken at library public programs and can be used for marketing, including social media. Participants may request in writing that their image not be used by the library.
- Programming should be respectful and not insight violence or contain speech that is not constitutionally protected.
- Programming should provide informational content devoid of a commercial component.
- The Libraries reserve the right to:
  - Limit attendance due to space/fire code limitations.
  - Allow attendance on a first come, first-serve basis.
  - Require advanced registration for planning purposes.
  - Set age limits as appropriate.
  - Deny attendance to anyone who violates the Patron Conduct Policy

#### Right of Appeal:

- An organization denied partnership may file a Request for Reconsideration with the Library Selection Committee. The Selection Committee will issue a determination within two weeks. (Rev. 1/20)



# Fairbanks North Star Borough Public Libraries

## Program Proposal

If you would like to present a program at North Star Borough Public Libraries, please review the attached Programming Policy before submitting completed proposal. Every effort should be made to schedule programs two months in advance to allow for planning and publicity.

**Noel Wien Library**

**North Pole Branch Library**

### Requestor Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*  
\_\_\_\_\_  
*City State ZIP Code*

Phone: \_\_\_\_\_ Email \_\_\_\_\_

### Program Information

Program Name: \_\_\_\_\_

#### Type of Program:

- |  |   |   |   |
|--|---|---|---|
| <input type="checkbox"/> Career & Job Skills | <input type="checkbox"/> Computers & Technology | <input type="checkbox"/> Creative Writing | <input type="checkbox"/> Culture & Heritage     |
| <input type="checkbox"/> Genealogy & History | <input type="checkbox"/> Literacy               | <input type="checkbox"/> Math & Science   | <input type="checkbox"/> Small Business Support |
| <input type="checkbox"/> Entrepreneurship    | <input type="checkbox"/> Health & Fitness       | <input type="checkbox"/> Finance & Money  | <input type="checkbox"/> Author Visits          |
| <input type="checkbox"/> Music & Dance       | <input type="checkbox"/> Travel                 | <input type="checkbox"/> Other            |   |

#### Intended Audience:

- |                                    |                                      |  |  |
|------------------------------------|--------------------------------------|--|--|
| <input type="checkbox"/> Adults    | <input type="checkbox"/> High School | <input type="checkbox"/> Middle School | <input type="checkbox"/> Elementary School |
| <input type="checkbox"/> Preschool | <input type="checkbox"/> Families    | <input type="checkbox"/> All Ages      |  |

#### Description of Program:

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## Scheduling & Space Requirements

Date(s): \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Equipment Needs: \_\_\_\_\_

Maximum Attendance: \_\_\_\_\_

## References

Please list other institution(s) where this program has been presented as well as your contact at the facility.

Facility

Contact Name

_____	_____
_____	_____
_____	_____
_____	_____

Thank you for your interest in Fairbanks North Star Borough Public Libraries

