

Kings County Library

PROGRAM REQUEST GUIDELINES

1. Overview

1.1. The mission of the Kings County Library: To support lifelong learning by providing books, information, and other resources to meet the educational, cultural, and recreational needs of the public we serve.

1.2. Library programs are free and open to the public and are intended to promote and enhance the collections, services and mission of the Kings County Library. Library programs are developed and presented for adults, teens, and children. All programs must be approved by the library's Programming Committee before being added to the master class schedule.

1.3. Program requests from the public, which complement the library's collections, services, and goals are selected by the Programming Committee according to the needs and interests of the community; the suitability of each library's physical space; the program's contribution to the library's overall schedule of events; and the availability of Library staff to assist with the presentation of the program at the library venue.

1.4. Programs must comply with the library meeting room policies, which mandate the program be open to the public, free of charge and prohibit commercial advertising or direct solicitation. Any promotion of for fee products and/or services is prohibited. Applicants may also inquire with Library Administration, at 559-852-4005, regarding library meeting room use policy for programs not co-sponsored with the library.

1.4.1. Meeting room policies can be found at <https://www.kingscountylibrary.org/meeting-room>

1.5. Kings County Library reserves the right to:

1.5.1. Cancel any program up to and including the scheduled day.

1.5.2. Change or modify the master class schedule.

1.5.3. Change the date and/or time of a previously scheduled class or presentation.

1.5.4. Request documentation and/or proof of the expertise of class instructors on their class topic.

1.6. The library is not responsible for any cancelled programs if the instructor does not arrive on time.

2. Programs with the Library

2.1. Individuals and organizations interested in partnering with the library on programs are invited to submit a proposal according to the guidelines set forth below. A library program that involves community members and/or community groups will:

2.1.1. Actively involve collaboration and communication with a library staff member including planning, promotion and production including library staff present at the program and evaluation.

2.1.2. Introduce new topics and subjects of interest to the community and/or promote collections, services and resources.

2.1.3. Possess a set duration and an established end date, unless otherwise approved by a library supervisor/manager.

2.1.4. Be subject to regular evaluation and improvements by library staff.

2.1.5. Be flexible and accommodate new programming and library initiatives.

3. Program Scheduling

3.1. Program requests are accepted in the order they are received. A 60-day notice is appreciated, but the library will accommodate instructors as staff availability and the master schedule allows.

Kings County Library Program Request Application

1. Contact name, address, city, state, zip code, phone number, email address

2. Name of organization (if any):

3. Description of program:

Title and outline of program:

Length:

Format (lecture, film, panel discussion, etc.):

Estimated cost of program and source of funding (if any):

Names of speakers and/or performers with biographical information:

4. Previous presentations of this program, if any (including a publicity sample):

5. Describe how your program complements the library collections, services, goals and interests of the community.

6. Preferred branch library location:

7. Preferred date(s), day(s), and time(s):

8. Intended audience and estimated audience size:

9. Any additional publicity services that you can provide to promote program, such as a listserv, website, or social media posting:

10. Equipment needs:

11. Public performance or screening rights, if applicable:

Programs are reviewed by the Programming Committee during their monthly meeting. Applicants will be notified of acceptance or rejection within approximately three weeks of submission deadlines.

If the program request is accepted:

The Kings County Library will:

- Identify a staff member who will serve as your contact and attend your program
- Provide a space and set-up
- Produce appropriate publicity, such as press releases to the local media, appropriate printed materials, and inclusion the library's monthly calendar of events

The partnering organization or individual will:

- Provide a contact person who is authorized to make decisions and will attend your program
- Work with the library contact person to coordinate publicity, meet publicity deadlines and provide complete information