

MEDINA COUNTY DISTRICT LIBRARY POLICY MANUAL

Policy No:	PUB-22	Title:	Events				
Section:	Public Services	Owner:	Asst. Director		Resolution:	18-41	
Board Approval Date:	7/16/18	Effective Date:	7/16/18	Revised Date:	7/16/18	Reviewed Date:	7/11/18

Medina County District Library provides events that support the mission and vision of the library. Library events will:

- Be educational, informative or recreational
- Will foster inclusiveness and diversity and be relevant to the communities served
- Promote reading and literacy, including technological and digital literacy
- Establish partnerships to provide opportunities for lifelong learning and cultural enrichment to the community

The Library does not discriminate in its events. MCDL sponsorship of an event does not constitute endorsement of the content or the views expressed by the presenter or the participants. Event topics, speakers, and resources are not excluded from events because of possible controversy, as MCDL strives to offer multiple viewpoints. The selection, planning and implementation of Library sponsored events is at the discretion of the MCDL’s professional staff and the Board of Library Trustees.

Library events are open to the public; however, some events or classes may require a nominal materials fee and/or registration fee. Pre-registration may be required. Attendance limitations may be established after consideration of space constraints, safety issues, disruption to library services and activities or other issues. MCDL reserves the right to cancel an event; rescheduling is at the library’s discretion.

MCDL reserves the right to use video or photographs taken of event participants for internal use, publication, use in library promotional outlets and evaluation purposes.

MCDL presents events for a variety of age groups and interests. Some events are age-specific or may require an accompanying adult.

MCDL shall make events accessible to people with disabilities and will, with prior notice, make every attempt to accommodate individual needs.

MCDL may hire performers and presenters who offer specialized or unique expertise for Library events. Performers and presenters hired by the Library must complete a presenter agreement.

Library events may not be used for commercial purposes or solicitation of business. The presenter may provide informational handouts for members during the event. Engaging in sales or for-profit activity is prohibited unless pre-approved by the Library’s Fiscal Officer and Director. Because the Library advertises the events and provides presenters with a sales outlet, presenters pre-approved to sell items must donate 10% of their total sales to MCDL if total sales are \$100 or more. Library staff does not participate in sales.

Staff members who present events may not sell any items or accept any financial remuneration or personal donations in accordance with the Ohio Ethics Law, which prohibits personal gain from their positions with the Library.

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Related Forms: PUB-22 Presenters Agreement and Tax form W-9