

MEDINA COUNTY DISTRICT LIBRARY POLICY MANUAL

Policy No: PUB-22	Title: EVENTS		
Section: Public Services	Owner: Assistant Director	Resolution No: 22-08	
Board Approval Date: 08-19-2019	Staff Reviewed Date: 04-30-2023	Revised Date: 07-18-2022	Effective Date 07-18-2022

Policy Statement:

An event is any presentation given in or out of the Library (in person or by technological means) by a Library staff member or other presenter and sponsored by the Library, the Friends of MCDL, or a partnership including the Library. Library events support the MCDL mission and strategic plan. Library events are educational, informative, or recreational, and are designed to meet community needs while fostering inclusiveness and diversity.

MCDL sponsorship of an event does not constitute endorsement of the content, or the views expressed by the presenter or the participants. The selection, planning, and implementation of Library sponsored events is at the discretion of the MCDL’s professional staff and Board of Trustees.

Events are planned in advance to meet media and publicity deadlines. Library events may require registration. Limits on the number of people able to attend may be necessary due to facility, events, or performer limitations. Some events may require a nominal materials fee and/or registration fee.

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 requires a presenter agreement to be completed by all presenters.

Organizations or business affiliation of presenters or co-sponsoring agencies may be used by the Library in promoting events. This does not constitute endorsement.

Library events may not be used for commercial purposes or solicitation of business. The presenter may provide informational handouts for patrons during the event. Engaging in any financial 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, for-profit presenters or individuals pre-approved to sell items must donate 10% of their total sales to MCDL if total sales are \$100 or more. This does not include non-profit presenters or 501(c)3 organizations. A materials fee charged to attendees that is paid directly to a presenter does not qualify as a sale. Library staff does not participate in sales.

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In Accordance with the Ohio Ethics Commission, staff and Board members may not use his or her public position to obtain benefits for themselves, a family member, or anyone with whom they have a business or employment relationship. Family members included here are: spouses, children, parents, grandparents, grandchildren, siblings, step-parents, step-children, and any persons related to a Board member or staff member by blood or by marriage who resides in the same household with the official or employee.

Related Forms: PUB-22.01 Paid Presenter Agreement
PUB-22.02 Unpaid Presenter Agreement
PUB-22.03 Patron Event Evaluation
PUB-22.04 Online Staff Evaluation
PUB-22.06 Permission Slip
PUB-22.07 Food Vendor Agreement