

# Millbrook Library

## Policy Manual

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### Programming Policy

The Millbrook Library is pleased to offer a variety of programming opportunities for patrons of all ages. The library sponsors informative and entertaining programs, demonstrations, audio-visual presentations, workshops, children's story times and crafts, concerts and other cultural events for the Town of Washington and the surrounding area.

Individuals and organizations interested in conducting a program are encouraged to provide the Library Director with a written request briefly outlining course content, space needs, and associated fees. All programs will be administered through the Library. No fees may be charged to people attending library programs without prior approval of the Library Director. In cases where a fee is charged, it will be collected by the Library and instructor fees will be paid by the Library. The only pre-approved items that may be sold while conducting a program at the library are books and recordings by authors and musicians. In these cases, the authors and/or musicians are responsible for arranging the sale of their works and the collection of sales tax as necessary, either through the local book store or independently.

Meeting times will be established by the Library Director or his/her designee and effort will be made to schedule programs at times that are convenient for the Library and the instructor. The Library Director and/or the Board of Trustees, in their sole discretion, reserve the right to deny an individual/organization's request if it is deemed inappropriate or inconsistent with the mission of the Library.

The library promotes programming through its website, e-newsletter, print newsletter, Facebook, flyers and local news media. Presenters may not publicize their programs without approval of the Library Director.

The library does not advocate or endorse the content and viewpoints of presenters and programs.

*Approved by the Millbrook Library Board of Trustees on May 29, 2014.*