



## PROGRAMMING POLICY

The Galena Public Library staff develops and hosts programs of general interest to the public. Programs should be in keeping with the Mission, Vision, and Values of the Galena Public Library District. The library is a public, unrestricted access facility. The library does not and will not discriminate on the basis of race, color, religion, gender expression, age, national origin or ancestry, disability, marital status, sexual orientation, or military status, in any of its activities. The library is committed to providing an inclusive and welcoming environment for all its staff, patrons, volunteers, presenters, and program attendees.

An amount shall be appropriated annually in the library budget to cover the cost for such program presentations. Annual expenses shall be kept within the annual budgeted amount. At least one staff member must always be present for program presentations. After-hours presentations require two staff members to be on duty.

A Program Proposal Form, found on the library's website, must be completed and submitted to the appropriate library staff at least eight weeks prior to the proposed program. A paper proposal form is available upon request. The library has the ability to host in-person, virtual, and hybrid programs. The presenter will need to complete and submit the appropriate Program Proposal Form. The Library Director approves all programs.

Program presenters are encouraged to submit photographs, program descriptions, and professional biographies to the library for use in promotional materials. All promotional materials shall be created by library staff and approved by the Library Director.

Any form of reimbursement, honorarium, sales, or donations must be approved by the Library Director. Invoices for reimbursements and/or honorariums must be submitted at least four weeks prior to the program date.

Approved: 2/28/2017  
Revised: 9/12/2022