

SUN PRAIRIE PUBLIC LIBRARY

PROGRAMMING POLICY

I. Purpose

The purpose of this policy is to provide a broad range of programs to meet the needs of people of all ages in the Sun Prairie community for informational, educational and recreational opportunities.

II. Program Planning and Development

(A) The library will annually evaluate community response to and suggestions for its programs. It will also review community profiles and use various mechanisms to get community input to assist in developing programming priorities and plans.

(B) The following criteria will be considered when selecting programs, although a program need not meet all criteria to be acceptable:

1. Provides opportunity to widen horizons, stimulate imagination and reflection and enlarge experiences
2. Recognizes needs and interests of the community
3. Balances special group interests with general demand
4. Relates to a library collection
5. Is within operational and budgetary limitations
6. Does not promote a commercial enterprise.

III. Program Delivery

(A) Programs will be presented either by staff trained in the programming topic or by performers or experts in areas of interest.

(B) Performers/presenters will be hired by contract. Please see attached Performer Appearance Agreement.

(C) Performers interested in selling their merchandise in the Read Before Book Store will need to make arrangements through the Friends of the Library. Performers interested in selling merchandise at a program must make arrangements with the Head of Youth Services or Head of Adult Services prior to the performance.

(D) The library may form partnerships with other organizations to provide programming. When the library partners with an organization, the library will provide the space and publicity for the program.

IV. Program Requirements

(A) Programs will be offered free of charge, except for those that serve as library fundraisers.

(B) Programs will be available on a first-come, first-served basis.

(C) Library staff shall reserve the right to limit attendance due to space considerations or the requirements of the program presenter.

(D) Programs may not solicit for businesses and services. Activities of the Library, Friends of the Sun Prairie Public Library, and the City are exceptions.

V. Program Promotion

(A) The SP Library may assist with promoting scheduled programs.

(B) Print promotional materials such as posters, flyers, bookmarks and press releases may be requested from South Central Library System.

VI. Evaluation

(A) An evaluation will be completed for each program or series of programs offered, either by the staff member responsible for the planning and implementation or by survey of the program audience. Program evaluations will be reviewed annually for planning and budgeting for the next year.

(B) For statistical purposes, attendance is defined as number of persons physically present at a program and does not include registration numbers or drawing entries.

Adopted: December 14, 2006

Reviewed and adopted: January 8, 2009

Performer Appearance Agreement

Today's date:

Name of performer/group:

Address:

City: State: **WI** Zip: Phone:

Title of program/presentation:

Date of performance:

Program start time: Expected arrival time:

Location of program: **Sun Prairie Public Library Community Room**

Performer fee of \$_____ is to be paid on day of performance by the Friends of the Sun Prairie Public Library.

Performer ____ does ____ does not give permission to CATV to videotape performance for possible play on Sun Prairie's Cable Access television station.

There is an 8x18 stage with a podium microphone option for your use. Please specify additional equipment or furniture required: _____

The Community Room will be set up with tables and chairs for 32 people.

Please sign and return one copy to: Sun Prairie Public Library
1350 Linnerud Drive
Sun Prairie, WI 53590
Attn: Carol Iwanowski

I understand that any merchandise sales will be conducted through the Friends of the Library and that they require a minimum 10% handling fee. Proceeds from the sale of any merchandise will be mailed to the performer within 30 days of the event.

If you have questions, contact Carol Iwanowski, Adult Services Librarian at (608) 825-0902.

Carol Iwanowski Date Performer Date

Directions to the Sun Prairie Public Library:

Take US 151 North (in Madison, this is E. Washington Ave.) to the Main St. exit
As you exit, you will be on Main St., ahead will be an intersection (O'Keeffe Dr.)
Go straight through the intersection at O'Keeffe Dr. and turn right at the next light (Walker Way)
Follow the road (it will curve slightly) to Linnerud Dr.
Turn left on Linnerud Dr.

You will see the library and the entrance driveway to your left.