

## 2.61 Guest Presenters

Richland Community Library welcomes the chance to provide local authors and artists with space for meeting library patrons, signing books, and talking about their work. There is no charge to the public for this service.

- A. The process for approving and scheduling a presenter should be done with the programmers (children, teen, and adult) or library director. Presenters may be offered space in the community room, or in the public areas of the Adult or Children's area. Library staff will determine if space is available and which space is to be used based on public service needs and other activities scheduled.
- B. Library assistance is limited to providing the space, table and chair if needed, and limited marketing while advertising the event in the library. Library staff will work with the guest presenter as well as volunteers to set up other equipment, monitor displays, or assist with refreshments or sale of materials.
- C. Saleable items should be limited to materials directly associated or related to presenter's topic. Any saleable items must be approved by the library programmers or library director before the event. Presenters are welcome to discuss their work with interested library patrons. They may not interfere with regular Library activities or display materials which are not appropriate for a public venue serving all age groups.
- D. Presenters are encouraged to make arrangements for events at least one month in advance by contacting the library programmers or director. With notice, special events will be added to the library's online program calendar and other digital and print marketing. Presenters are welcome to provide the library with a sign to post or flyers to put out before the event or work with the library to create one.
- E. Any displayed media shall be previewed by a library representative, or designated library representative. See 2.61(a) Art Policy for more information.
- F. The library is not liable for any damage or theft of displayed items. See 2.61(a) Art Policy for more information.
- G. This policy does not cover third party groups utilizing the library's Community Meeting Space. Please see 2.60 Meeting Space Use Policy for more information.