

## Programs in the Library Policy

### Policy Statement

The Rochester Hills Public Library holds public activities in the library for civic, cultural or educational purposes. The events held at the library do not indicate the library's endorsement of the issues covered in any presentation.

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### Regulations

10. A program can be, but is not limited to, a presentation on library services, storytime, lecture, workshop, discussion group, performance, reading, book talk, puppet show, demonstration, guided facility tour or panel discussion and is provided for adults, young adults and/or children in groups of two or more.
11. Library staff determines and approves topics, speakers, frequency and resource materials for library sponsored programs based on the interests and information needs of the community.
12. Library programs may be conducted in cooperation with government agencies, educational institutions, civic organizations, Friends of the Library and other organizations approved by the library director, community relations specialist or department head.
13. RHPL presentations may be conducted by library staff, trustees or other authorized representatives, authors and performers, but shall not include speakers representing for-profit or commercial businesses unless approved by the library director.
14. Registration may be required for a program depending upon its nature and supply needs. The minimum or maximum number of attendees will be determined by library staff in cooperation with presenters.
15. The community relations specialist is responsible for scheduling, advertising, and detailing any required room setup for all programs held at the library.
16. Presentations and Guided Facility Tours
  - A. Group presentations or tours are available to organizations in Rochester, Rochester Hills or Oakland Township.
  - B. Individual groups or classes may request no more than one tour a year.
  - C. Tour requests may be made by contacting any member of the library staff.
  - D. Tour requests must be approved by a library department head or the library director.
  - E. Arrangements must be made at least three weeks in advance.

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17. Sale or distribution of products, printed information or services at library programs is limited to the following items as approved by the library director.
  - A. Copies of a featured author or performer's work.
  - B. Supplies for programs, printed information and items for sale by the library or Friends of the Library.
  - C. Learning materials, course credits or food services offered by a non-profit group and not intended as a fund-raiser.
  - D. Any exceptions to these limits must be requested in writing and approved in advance by the library director.
18. Library events may not be used for commercial purposes other than noted above.
19. The library may accept financial support or donations of goods or services to help defray the cost of library programs as long as the program complies with all library policies and practices. Such contributions will be publicly recognized.
20. No tipping or other payment or compensation to library personnel is permitted.
21. The library board of trustees does not necessarily endorse the views presented in any program in the library. Nothing connected with the presentation may imply or explicitly state RHPL endorsement of the presentation or host organization.
22. Concerns, questions or complaints about library programs will be processed in accordance with library policies and regulations that govern use of other library resources.
23. The library board of trustees endorses the American Library Association's (ALA) *Library Initiated Programs as a Resource: An Interpretation of the Library Bill of Rights* as adopted by the ALA Council.

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Approved: May 12, 2008, March 2018  
Rochester Hills Public Library Board of Trustees