



Bedford Public Library Programming Guideline

Purpose

The Programming Guideline outlines the criteria used for the development and selection of programs offered at and sponsored by the Library. The Library presents programs that offer education, information, entertainment, and cultural enrichment to the residents of our community. Library programs are considered a core service and are designed to further the goals and objectives of the Library's strategic plan and support the Vision of the Library: to enrich, empower, and transform lives.

Definitions

A program is defined as a coordinated activity or event with a specific purpose, such as sharing knowledge and expertise, or highlighting collections and services. Library sponsorship means the Library agrees to partner with another presenter, organization, agency, or business to provide a program for the community. A presenter is defined as the person(s) who leads, instructs, presents, or coordinates a program.

Scope

This Guideline applies to public programs proposed by presenters who do not work for the Library or City and that are not initially sought out by a Library supervisor. Any potential program presenter asking to lead a program who has not been sought out by Library staff must complete a Program Proposal Application found online at [\[link pending\]](#).

This Guideline does *not* apply to:

- Programs that are developed by Library employees, Library Friends, Library Foundation, or City employees
- Programs that are not Library-sponsored that are offered by persons or organizations who have paid for and rented a Library meeting space. Renters must agree to and obey the terms and conditions outlined in the Meeting Room Reservation Guideline.

Those who want to offer a program that includes either of the two bulleted items below are welcome to submit a request to Book a Meeting Room by agreeing to the terms of the Library's Meeting Room Reservation Guideline and paying the associated rental fee as a non-Library-sponsored room reservation. More information can be found at <https://bedfordlibrary.org/book-a-meeting-room>.

- *Promotes products/services or includes the solicitation of business, money, or personal information*
- *Private event, fee-based, or otherwise not open to the general public*

Program Criteria

The Library has limited time, resources, funds, and staff to support programs. The following criteria are considered in the decision to accept or decline a program proposal. If the proposed program fails to meet any of the below criterion, it may be declined.

- Content focuses entirely on education, information, or cultural enrichment
- Relevant to community interests and issues
- Proposed program does not duplicate content in existing program offerings
- Presenter's background & qualifications demonstrate high competency in subject
- Content suitable for intended audience
- Sufficient availability of resources and program space
- Staffing levels are sufficient
- No scheduling conflicts
- High patron interest in & attendance for similar past programs
- Library will not incur any financial expense
- Alignment with Guidelines below
- Quality and completion of the Program Proposal Application [\[link pending\]](#)



Program Guidelines

1. Programs must be open to the public and be free to attend and participate. On a special, case-by-case basis, the Library may charge a non-refundable registration or ticket fee to offset the cost of program supplies. Special fundraising events sponsored by the Bedford Library Foundation or the Bedford Library Friends may involve entry or participation fees, the sale of concessions, or the sale of goods.
2. Program Proposals must be submitted no later than 90 days and no earlier than 120 days before the possible program date to allow time for evaluation, planning, and promotion. Programs are evaluated on a seasonal cycle and may be declined if submitted too late in the cycle or too far in advance.
3. Priority sponsorship, especially regarding program topics related to finances, medicine, insurance, or law, will be given to government agencies, community organizations, accredited academic institutions, local/state/nationally-recognized non-profit organizations, and the like. The Library will not accept program proposals from presenters representing private or for-profit businesses and organizations.
4. Programs are not to be used for commercial, religious, or partisan purposes. Solicitation of sales, funds, business, and personal information from program attendees is prohibited. No individual or organization may use a Library program to advertise or recruit members or customers. With prior arrangement and permission from the Library Director or a Library Supervisor, exceptions may be made for invited authors/artists to sell and sign copies of their work as a supplement to the content of the program.
5. If the Library decides to move forward with a program proposal, the presenter(s) will be required to submit an application to become a Library Volunteer. Final approval for the program is contingent on passing the associated background check and drug test included in the volunteer application process.
6. With permission from the Library Director or a Library Supervisor, brochures and business cards related to the program subject may be placed on a display table for attendees to pick up at their discretion. These promotional materials should not be a talking point in the program and may not be used or passed out before, during, or after the program or in the program space.
7. The presenter will communicate any special requests, A/V or otherwise, in the Program Proposal Application. At the latest, Library staff need advance notice of at least 14 days before the program if the presenter will require use of meeting room A/V equipment or plans to use her/his own equipment in order to determine if the request can be fulfilled.
8. The presenter will arrive at least one (1) hour in advance of the program start time in order to ensure the space is ready and A/V, if requested in advance or if supplying her/his own, is properly set up. The presenter should make an appointment with Library staff at least seven (7) days prior to the program to ensure all A/V is compatible and working properly.
9. The Library will manage the creation of marketing graphics and images, taking into account the presenter's design requests. Any marketing or publicity related to the program and not created by Library staff must be approved by the Library Director or a Library Supervisor before use or dissemination.
10. Library sponsorship does not constitute an endorsement of the content of the program or the views expressed by participants.
11. Every attempt will be made to accommodate all who wish to attend a program. The Library may restrict access to programs with a stated target audience (e.g. by age). Attendance may be limited, however, when the safety or success of a program requires it. Room capacity is limited to the maximum allowable by the City's Fire Code.



12. Participant registration may be required for planning purposes and when space is limited. When registration is required, it must be handled by the Library unless other arrangements are made with either the Library Director or a Library Supervisor. Presenters are prohibited from soliciting and gathering names and personal information of attendees.
13. Library staff may be present during the program. The City of Bedford reserves the right to determine if police security is required during a program. Should such security be required, the City of Bedford will determine the number of officers and hours required at the presenter's expense.
14. The presenter(s) and all program attendees are subject to all City and Library policies and guidelines and to the rules for acceptable and appropriate behavior outlined in the Library's Code of Conduct and Responsibilities, found at www.bedfordlibrary.org under Administrative Guidelines. Engaging in conduct that disrupts or interferes with the normal operation of the library or disturbs staff and Library users is prohibited.
15. Library staff who present programs do so as part of their regular job and are not hired as outside contractors for programming.
16. Approval of a particular program does not guarantee approval for future programs nor does it confer any additional benefits to the presenter not explicitly mentioned in this Guideline.
17. The Library reserves the right to decline any program proposal as it sees fit.
18. The Library reserves the right to cancel or discontinue the presenter's program if Library staff deems any of the items in this Guideline have been violated.

Once the Program Proposal Application is submitted, a Library staff person will evaluate the proposal and reply to the contact person listed in the Application within 21 days.

Questions about the Programming Guideline, Program Proposal Application, or meeting room rentals can be emailed to lib.rooms@bedfordtx.gov.

