

## **Beverly Hills Public Library Program Policy**

The purpose of library programs is to enhance or complement the library's collections by helping to meet the educational, informational, recreational, and cultural needs of our diverse community. Programs may be ongoing, a series, or a one-time event. Library programs benefit the community by introducing users and potential users to the library and its collections and services. Library programs are free, open to the public, and held during library hours.

The selection of program topics and formats is done by library staff, based on the interests and needs of the community. Programs include such activities as book discussions, author visits, lectures, film screenings, workshops, crafts, poetry readings, musical concerts, etc. Beliefs and opinions expressed during library programs by speakers, presenters, or performers do not necessarily represent the viewpoint of the Beverly Hills Public Library or the City of Beverly Hills.

The library may partner or co-sponsor programs with other agencies, organizations, and businesses provided the programs are compatible with the library's mission. The library will generate joint programming and invite partners to co-sponsor or collaborate. Co-sponsored programs must include involvement by library staff in developing program content, including library materials and resources.

### **Unsolicited program proposals**

Unsolicited program proposals from the public are reviewed three times per year by the library Program Committee, which consists of Library Managers and a representative from the Friends of the Library.

#### **Program Submission Deadline for Programs Which Take Place in:**

|              |  |
|--------------|--|
| June 15      | October, November, December                  |
| September 15 | January, February, March                     |
| January 15   | April, May, June, July, August,<br>September |

The committee selects programs that comply with the library's Meeting Room Policy which prohibits commercial advertising or direct solicitation. They consider the needs and interests of the community; suitability of available space, equipment, and staff; and the program's contribution to the library's collection and overall schedule of events. Programs may be limited by space, budget, and staff or equipment availability. Proposals must include all of the required information:

#### **Proposal Requirements**

- a) Contact name, name of organization, address, city, state, zip, phone number, e-mail address, web site

---

b) Summary statement describing program:

Outline of program

Length

Format (lecture, film, panel discussion, etc.)

Estimated cost of program and source of funding (if any)

Names of speakers and /or performers with biographical information

c) Additional information:

- Will books, DVD's, CD's, etc. be sold?
  - i) **Who** will sell them (**not** library staff)?
  - ii) What percentage (%) of sales will the Friends of the Beverly Hills Public Library receive (negotiable but usually 10-20%)?
  - iii) **The City of Beverly Hills requires all businesses operating within the city to have a valid business license. This includes the selling of books or items at a single author program; and the seller, whether a bookstore or an individual author, will have to obtain a business license (minimum \$75 annual fee). More information on the business license is available at: [www.beverlyhills.org/business/businessstaxlicense/](http://www.beverlyhills.org/business/businessstaxlicense/)**
- Previous presentations of this program (if any), please include a publicity sample
- Describe how your program complements the library collections, services, goals, and interests of the community
- Preferred space (capacity in parentheses): Meeting Room (20), or Auditorium (180)
- Preferred date(s), day of the week, and time(s)
- Intended audience and estimated audience size
- Preferred set up (tables & chairs, auditorium style, circle, etc.)
- Equipment needs
- Refreshment plans (if any)

**Mail or e-mail completed program proposals to:**

Library Programs

Attn: Program Proposals

Beverly Hills Public Library

444 N. Rexford Dr.

Beverly Hills, CA 90210

[libraryprograms@beverlyhills.org](mailto:libraryprograms@beverlyhills.org) with the subject line "Program Proposal"

**Applicants will be notified of acceptance or rejection within approximately three weeks of submission deadlines.**

**PLEASE NOTE: All submitted program proposal materials will NOT be returned.**

**If the Program Proposal Is Accepted:**

**The Beverly Hills Public Library will**

- Identify a staff member who will serve as your contact and attend your program
- Provide a space and set-up
- Produce appropriate publicity, such as press releases to the local media, flyers, posters, and inclusion on the Library's online list of events

## The Partnering Organization or individual will

- Provide a contact person who is authorized to make decisions and will attend your program.
- Work with the library contact person to coordinate publicity, meeting publicity deadlines and providing complete information.

The library will generate and disseminate publicity for library-sponsored or co-sponsored programs through the City except where mutually agreed upon between the library and program partners. The library will be the point of contact for all formal press releases and public inquiries except where mutually agreed upon by program presenters/partners and the Library. Only the library will have access to library or City of Beverly Hills publicity avenues such as mailing lists, City of Beverly Hills web pages or City of Beverly Hills e-mail.

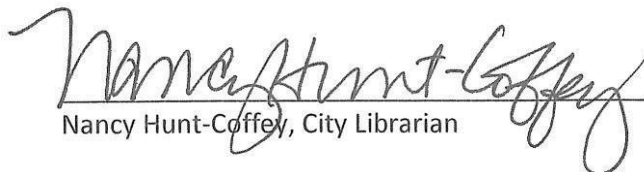
The library may take photographs at library programs for internal use, display, and evaluation purposes. In addition, City Cable or local publications may photograph or film library events with express permission from the library. Program presenters, speakers, and participants may bring and use cameras or videotape equipment to record the program for personal use with express permission from the library.

Every library-sponsored or co-sponsored program will have a staff member designated as program supervisor. Costs for programs will be mutually agreed upon by both parties before the program is produced. The library reserves the right to limit program attendance due to space constraints, safety issues, or unreasonable disruption to library services and activities. In a case where attendance is limited, a reasonable and non-discriminatory mechanism will be used. The library reserves the right to set age limits or recommendations for programs. The library reserves the right to cancel a program; rescheduling is at the library's discretion.

All library-sponsored or co-sponsored events will be evaluated by library staff through a variety of measures including, but not limited to, attendance, audience surveys or questionnaires, audience comments, presenter comments, and staff input.

Any member of the community may suggest program topics or presenters by e-mailing [libraryprograms@beverlyhills.org](mailto:libraryprograms@beverlyhills.org) or by speaking to a staff member. However, this does not guarantee that the program will be included in the library's programming schedule.

Revised: April 2, 2018

  
Nancy Hunt-Coffey, City Librarian

APPROVED: