

Chelsea District Library

Practice Statement

Section: Operations: Collection & Facilities

Subject: Program Guidelines
Date: May 6, 2009; Rev. 1/6/12

The Chelsea District Library provides a wide variety of resources and programs to fulfill the intellectual, educational, cultural, and recreational needs of our patrons. As such, library programs are free and open to the public and are intended to be informative, instructive, and entertaining.

Program proposals from the public are chosen by staff according to the needs and interest of the community, the suitability of the library's physical space, and the program's contribution to the library's overall schedule of events. The programs must comply with the Chelsea District Library's meeting room policy, which mandate the programs be free and open to the public as well as prohibit commercial advertising or direct solicitation. Individuals and organizations interested in partnering with the library are invited to submit a proposal according to the schedule below:

Program Submission Deadline

March 15
June 15
September 15
December 15

For Programs Which Take Place

June, July, August
September, October, November
December, January, February
March, April, May

Applicants will be notified of acceptance or rejection within about three weeks of submission deadlines. Proposals **must** include all of the required information. Mail or email your completed program proposal to. Please include PROGRAM PROPOSAL in the subject line.

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Program Proposal Requirements:

- Contact name, address, city, state, zip, phone number, and email address
- Name of organization (if applies)
- Description of program
 - Outline of program
 - Length
 - Format (lecture, film, panel discussion, etc.)
 - Estimated cost (if applies)
 - Names of speakers and/or performers with biographical information
- Previous presentations of this program (if applies). Please include a publicity sample
- Describe how your program will benefit the Chelsea District Library
- Preferred date(s) and time(s)
- Intended audience and estimated size audience
- Additional publicity, such as fliers, newspaper clippings, testimonials
- Equipment needs (laptop, LCD projector, microphone, etc.)
- Book or CD sales (if applicable)

If the Program Proposal is Accepted:

The Chelsea District Library will

- Identify a staff member who will serve as your contact and attend your program
- Provide a space and set-up
- Provide appropriate publicity, such as press releases, fliers, newsletter coverage, inclusion on library's website and community calendar of events, and newspaper coverage, etc.

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 and marketing specialist to coordinate publicity, adhering to publicity deadlines, and providing complete and necessary information