



**HAMILTON EAST**  
PUBLIC LIBRARY

## **PROGRAMMING POLICY**

Hamilton East Public Library provides programs that inform, educate and entertain in accordance with the Library's mission, diversity statement, guiding principles and priorities outlined in our strategic plan. Programs shall not serve as a platform for generating income for any sponsoring group or individual except funds to support the Library as appropriate.

Library programs are planned by designated library staff and implemented by library staff members or invited presenters. Library sponsored programs and classes not presented directly by Library staff will be professionally planned and supervised by designated staff members. The Library may partner with community organizations to offer programs that benefit the community.

Authors or artists participating in events hosted by the Hamilton East Public Library will be paid by the Library or will volunteer their time. Sales of materials produced by the author or artists will be conducted in one of three ways:

- Authors or artists will bring their work with them and conduct the sale themselves.
- The Library will contract with a national book chain or a local seller to provide the materials and staff to sell the materials.
- The Friends of the Library will purchase the materials through a national book distributor, seller or local bookseller and conduct the sale of the materials.

Under no circumstance will Library staff be directly involved in the sale of materials while working on Library time. When the Library utilizes a national book chain and/or local seller the Library will select the seller based on location to the event, genre of the author's/artist's material and the seller's willingness to participate.

*Approved by Hamilton East Public Library Board of Trustees—January 2013, May 2018, October 2021*