

Muskoka Lakes Township Public Library  
LIBRARY BOARD POLICY

Policy Type: Operational	Policy Number: OP-22
Policy Title: Programming	Policy Approval Date: 04/16.24
Chairperson: V. Duke	Policy Review Date: 04/28

**Intent:**

Programming supports Muskoka Lakes Public Library's (herein after referred to as the Library) mission to enhance the development of vibrant communities through the promotion of literacy and lifelong learning. Programming provides information, invites public discussion, encourages curiosity, creativity and promotes literacy and reading as well as the Library's services and resources. This policy defines the provision of programs at the Library.

**Regulations:**

The Library upholds the principle of intellectual freedom embodied in the Canadian Federation of Library Associations' Statement of Intellectual Freedom and Libraries and provides programming in accordance with its policy on Intellectual Freedom (GF-04).

The *Public Libraries Act* does not permit a Library to charge residents to borrow circulating material **but** a Library board *may* decide to charge for programs.

**Procedures:**

1. Programs are defined as any group activity offered to the public that staff coordinate, plan and/or present.
2. The Library may:
  - a) offer programs for children, teens, adults and families
  - b) participate in cooperative programs with other agencies, organizations, institutions or individuals
  - c) sponsor programs in the Library facility or outside of the Library
  - d) promote programs through brochures, news releases, and the Library's website
  - e) allow presenters to display products or books for purchase
3. The Library will:
  - a) make available a wide spectrum of opinions and viewpoints
  - b) select programs based on the interest and needs of the community
  - c) use programs to promote interest in, and the joy of, literacy and lifelong learning
  - d) make programs affordable and host fundraising events to benefit the library
  - e) limit program attendance based on safe use of space, or when success of a program requires it
  - f) make programs open to all, based on a first come, first served basis, either with advanced registration or at the door

- g) regularly evaluate the planning and delivery of Library programs
  - h) make available a process for user feedback and expressions of opinions/concerns about programs.
4. All programs are designed to offer inclusive and safe spaces, providing activities that are innovative, and community driven. The Library may deliver programs that present controversial or opposing points of view. Community members are expected to respect the rights and freedoms of others when expressing concern over any specific program.
  5. To clarify requirements and expectations, presenters/performers will complete and submit the Presenter/Performance Agreement Form. (Appendix A)
  6. Depending on the type of program and potential vulnerability of the audience, presenters may be asked to submit a Police Vulnerable Sector Check (PVSC). This cost will be reimbursed by the Library. Potential presenters who do not agree to the background check may be refused acceptance as presenters at the Library.
  7. Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by presenters or participants.

**Related Documents:**

- MLPL GF-04 Intellectual Freedom Policy
- MLPL GF-07 Diversity and Inclusion Policy
- MLPL OP-01 User Code of Conduct



## Appendix A

### Muskoka Lakes Public Library



Andrew Whitfield, CEO/Chief Librarian  
T 705.765.5650  
E [awhitfield@plib.ca](mailto:awhitfield@plib.ca)

MLPL – Port Carling Branch  
69 Joseph St. PO Box 189  
Port Carling, ON PoB1J0  
[www.muskokalakes.ca/Library](http://www.muskokalakes.ca/Library)

Dear **Performer/Presenter,**

This letter serves to confirm an agreement between **Performer name/Company** and the Muskoka Lakes Public Library (MLPL) for a program/appearance to take place on the following date(s):

Date:	Time:	Location:	Branch contact:

**Promotional description:**

[Blurb goes here]

**Number of programs:**

**Fee per program (if applicable): \$**

**HST: \$**

**Total cost to MLPL: \$**

Payment will be issued via cheque (to the mailing address listed below) or direct deposit once presentations/performance(s) have concluded and an invoice has been issued.

**Performer/Presenter mailing address:**

**Performer/Presenter contact information for day of event:**

#### ADDITIONAL TERMS AND CONDITION

1. The Performer/Presenter is an independent contractor and is not an employee of MLPL or the Township of Muskoka Lakes.
2. The Performer/Presenter agrees to adhere to all rules, regulations, and policies that govern the library and programming.



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3. Arrival Time: Please arrive at least 15 minutes before the program begins.
4. Equipment needs: The equipment at both MLPL branches is available for performers to use. Please reach out to staff to discuss specific needs. A walk through of the site prior to the event is encouraged to assess what is available and feasible.

The Performer/Presenter shall provide all of their own additional equipment required for the performance and shall have sole responsibility and liability for any damage to, theft of or loss of equipment used prior to, during or after the Performance. The Performer/Presenter will be responsible for any damage to the Library's property, including but not limited to, facilities or equipment caused by Performer or Performer's employees or agents.

5. Performer/Presenter must notify MLPL of program cancellation a minimum of 30 days prior to date of the program.
6. In the event that either the MLPL or the Performer/Presenter is unable to make, or must cancel the scheduled program, both the library and the presenter will make every effort to reschedule at a future, mutually convenient date and time.
7. Performers/Presenters may not sell products or services during presentations at the library. However, *with prior arrangement*, we may allow the sale of works by presenters such as books, music, or artwork.
8. In some cases, Performers/Presenters may be asked to complete a vulnerable sector background check to present or perform at the library. MLPL will pay any costs associated with completing this background check.
9. When returning this signed agreement to MLPL, the Performer/Presenter shall provide background information, biographical materials, electronic performance samples, reproducible or electronic photograph(s) and relevant marketing information if available. If none is provided Library staff will create their own.
10. Publicity, registration, and marketing is the responsibility of the Library. The Presenter is welcome to promote the event through their own channels but all promotion must direct to the library for registration (if required).
11. The names, addresses, phone numbers, and email addresses of program participants may not be solicited. Images may not be published/posted without prior consent.

If you are in agreement with the details above please sign below and return the agreement to Andrew Whitfield, Chief Librarian (by email: [awhitfield@plib.ca](mailto:awhitfield@plib.ca); by fax: 705.765.0422) by **Date, Year**.

**Performer  
Signature:**

\_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed**

\_\_\_\_\_

Andrew Whitfield,  
Chief  
Librarian/CEO:

\_\_\_\_\_ **Date:** \_\_\_\_\_