

Policy Manual – Operating

PROGRAM PROPOSAL POLICY

The Parsippany Library offers programs to meet the educational, informational, cultural, entertainment and learning interests of children, teen and adult residents.

The Library appreciates receiving proposals for:

- Art classes
- Concerts
- Lectures
- Workshops
- Presentations
- Cultural celebrations
- Author talks
- Film programs
- Foreign language classes and conversation groups
- College planning
- Science and robotics
- Job seeking and business topics
- Health and fitness classes

The Programming Committee evaluates each proposal based on how it supports the Parsippany Library's vision and mission; the potential interest and benefit to library customers; the expertise and presentation skills of the speaker. The Library welcomes partnerships with local businesses, community leaders, community organizations, health care providers, educators, authors and performers.

The Parsippany Library has a “no sell” policy. This means that presenters may distribute business cards and literature to attendees but may not sell, take orders or collect contact information from attendees. The only exceptions to this policy are authors and performing artists who may sell their books and other materials. If these sales are made, the Library receives 10% of the sale.

Programs are expected to be an hour to 90 minutes with extra time for questions and answers. Programs may be held during day time or in the evening. Evening programs usually begin at 7:00 p.m. Saturday programs may also be scheduled. Concerts may be

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scheduled for Sunday afternoon at 2:00 p.m. and may last for two hours. The Library is closed on holiday Sundays and summer Sundays, beginning in the middle of May.

Meeting Rooms and Equipment

The Main Library has two meeting rooms with a dividing wall. These two rooms may be used as one large room. Room A has a stage, projector, screen and piano. Room B has a screen and projector. The library can also provide a podium, tables, chairs, DVD player, easel and microphone.

Wi-Fi is available but not always reliable, so please keep this in mind when planning for your presentation. Presenters must bring their own laptops if they need to use a computer for their presentation.

Submitting a Proposal

Use the **Proposal Submission Form** to propose a program. The Library Program Committee will consider your proposal as we plan our programs for the year. You will only be contacted if the Library is interested in pursuing your proposal topic. It may take us some time to contact you, particularly if we decide that we want you to offer your program in a subsequent year.

Effective: /18