



**HAMILTON EAST  
PUBLIC LIBRARY**

## **LIBRARY-SPONSORED PROGRAMS POLICY**

The Library views programming as a means of highlighting local talent and expertise as well as providing a forum for presentation of new ideas and topics of interest to those in our community.

The Library cooperates with individuals, community groups, agencies, and organizations on programs designed to advance the civic, cultural and recreational interests of the citizens of the Library district. In keeping with this goal, all Library-sponsored programs and classes not presented directly by Library staff will be professionally planned and supervised by designated staff members.

Programs shall not serve as a platform for generating income for any sponsoring group or individual except funds to support the Library as appropriate.

### **AUTHOR PRESENTATIONS AND BOOK SALES**

Authors participating in talks 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 will be conducted in one of three ways:

- Authors will bring their work with them and conduct the sale themselves.
- The Library will contract with a national book chain or a local bookseller 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 bookseller the Library will select the seller based on location to the event, genre of the author's material and the seller's willingness to participate.

*Approved by Hamilton East Public Library Board of Trustees—January 2013*