



Ankeny Kirkendall Public Library
Ankeny, Iowa

The Mission of the Ankeny Kirkendall Public Library

Welcoming all to Learn, Imagine, and Do

SUBJECT: **Program Presenters**

BACKGROUND: The Ankeny Kirkendall Public Library supports its mission by offering programming for members of the community.

- A. **POLICY:** The Ankeny Kirkendall Public Library is committed to providing the public with additional opportunities for information, education and entertainment through library programs. Responsibility for program presenters lies with library staff, who apply professional knowledge, experience, and this policy in selecting program presenters. Ultimate approval and responsibility for program presenters lies with the Director.

The library may draw upon other community resources in developing programming and will actively partner with other community agencies, organizations, educational and cultural institutions or individuals to develop and present and/or co-sponsor public programs. Library sponsorship of a program does not constitute an endorsement of content, program, or views expressed by participants, topics or speeches. Presenters may not publicize programs without approval from the library. All programs must be free and open to all members of the public.

- The only items that may be sold during a program to the public are books, recordings, or works of art created by the presenter.
- Performer must handle the sale of these items.
- Cards and brochures may be displayed

PROCEDURE: A. Library Staff use the following criteria in making decisions regarding program topics, speakers, and resources:

- Community needs and interest
- Availability of program space
- Treatment of content for intended audience
- Presentation quality

- Presenter background and qualifications in content area
- Budget
- Historical and educational significance
- Connection to other community programs
- Relation to library collection, resources, exhibits and programs

B. Library program presenters who are affiliates of commercial enterprises may provide general knowledge without direct promotion of a business.

C. A presenter must complete an application which will be reviewed by library staff. Once the application is approved a Presentation Agreement must be completed by agreed upon deadline. Applications and Agreements will be provided by library staff.

D. Program registration may be required for planning purposes or when space is limited.

E. Library programs and classes may be cancelled for various reasons including; presenter conflict, severe weather or low registration numbers.

F. Concerns regarding the approval of presenters or program decisions will need to first be discussed with the Library Director and/or appropriate staff. If after meeting with the Director and/or other Library Staff the individual remains concerned about the decision, he/she is encouraged to send their concerns in writing to the Board of Trustees via the Library's *Statement of Concern about Library Materials & Programs Reconsideration Request Form*. The written concern will be reviewed and discussed at the next regularly scheduled meeting. The individual is encouraged to attend the meeting in order to present on their concerns. Library Staff will also be requested to present their written comments on the matter. The Trustees will consider all aspects of the issue and make a final decision following the meeting.

Adopted by Library Board of Trustees:
2010

Revised:
March 17, 2022
Reviewed:
April 17, 2014
June 19, 2025

