

CO-SPONSORED PROGRAM AND EXHIBIT POLICY



APPLICABILITY: This policy applies to programs and exhibits co-sponsored by the Library with other organizations at all Library service locations.

PURPOSE: The Co-sponsored Program and Exhibit Policy defines the criteria the Library uses when deciding whether to co-sponsor programs and exhibits with other groups as well as guidelines for those collaborations.

POLICY:

1. In its role as a center of information and learning, Durham County Library welcomes the opportunity to co-sponsor programs and exhibits with organizations and individuals in the community. The library considers the following criteria when approving co-sponsorship of a program or exhibit:
 - a. Relatedness of the program or exhibit to the mission of the Library;
 - b. Potential to promote the use of library materials and services;
 - c. Anticipated quality of program or exhibit (e.g. skilled presenters, topics of interest to the public, timeliness of material, appropriateness of subject and approach, and graphic and/or artistic quality);
 - d. Contribution to the variety and balance of programs and exhibits;
 - e. Likelihood of successful collaboration; and
 - f. Demands for space, technical support, and staff time.
2. The Library provides staff assistance, meeting room and display space, and marketing support for programs and exhibits that meet the criteria for co-sponsorship, as agreed upon in advance with the co-sponsoring group. Co-sponsorship agreements must be pre-approved by library staff.
3. Fees and Sales:
 - a. All programs must be open to the public at no cost.
 - b. Programs and exhibits shall not be used to sell or market services or goods.
4. Liability:
 - a. Care will be taken to protect exhibit materials, but the library is not responsible for loss, theft, or damage.

RESPONSIBILITY:

It is the responsibility of all library staff to fully understand this policy and to ensure fair and equitable application. It is the responsibility of the Deputy Director, with the advice of the Board of Trustees, to interpret, monitor and recommend updates to the policy. The Library Director is the final authority regarding enforcement of this policy.