

DCL Program Speaker Policy

This policy has been put in place to facilitate communication between Library staff and potential Library event speakers from initial inquiry through the event day.

Note: All programs are held at Executive Director's discretion. An approval form for proposed programs is prepared for the Executive Director's review and signature with the exception of regularly scheduled, long-standing in-house programming.

- The Library's uses online event registration software. Library staff booking the program will speak with you about specific parameters to be entered into the system for such things as maximum attendance, target audience, etc.
- "Speakers" refers to the entity/organization/person booking an event with the Library.
- Refer to DCL Meeting Room and Patron Code of Conduct policies for questions not addressed in this document. These Library policies may be found on our website at www.dewlib.org.

Booking

- We prefer to book speakers who have not appeared at another OCPL system library within four (4) months of the proposed event date with the exception of pre-arranged collaborative programs.

Branding / Publicity

- Client logo, professional photograph in good taste, and web address may appear on a Library flyer for an event.
- All booked speakers should complete page 2 of the Program Agreement Form highlighting mutual effort at publicity.
- The Library reserves the right to photograph or tape a portion of any event.
- A minimum of 3 weeks before an event, speakers must request in writing to the Executive Director their desire to photograph or tape an event. The request should include the purpose of the photography or taping. Speakers are responsible for obtaining attendees' permission and a signed release prior to any photography or taping.

Cancellations/ Tardiness

- Cancellations will result in forfeiture of any speaker's fees (if any were contracted).
- Speakers arriving late for an event should make every effort to contact the Library as soon as the delay is known. Program attendees will be asked to wait for the speaker for a maximum of 15 minutes from the contracted start time. Attendees remain at their discretion, and the Library cannot guarantee an audience for speakers regardless of their reason for arriving late.
- The Library cannot guarantee that a cancelled program / event will be re-scheduled.
- The Library is not responsible for notifying each program participant in advance of a cancellation. An announcement will be placed on the electronic calendar only.
- The Library will cancel the program if no participants arrive within 15 minutes of the starting time.

Food & Beverage (see also, Meeting Room policy)

- Food & Beverage needs should be addressed at the time the program is booked.

Waitlist

- Speakers booking programs should discuss with the staff member who books the program if a waitlist is to be set up in our electronic calendar. This is particularly important for series events where attendance at each event is necessary. For example, should a waitlist clear on week 3 of a 4 week series, the facilitator is put in the awkward position of getting the new arrival up to speed at the expense of those who have made an effort to attend all sessions.