

ADULT PROGRAM PROPOSAL POLICY

The mission of the Shrewsbury Public Library is to provide a welcoming space, resources and expertise to support the recreational, learning and enrichment needs of all its users.

PROGRAM GUIDELINES

- Library programs are free and open to the public and are intended to promote and enhance the collections, services and mission of the Shrewsbury Public Library. Library programs that are developed and presented for adults include such activities as book discussions, author talks, lectures, film screenings, workshops, poetry readings, and musical concerts.
- Programs that promote the Goals outlined in the Library's Strategic Plan of Service and Annual Action Plan will be considered. Details about the plan and related goals can be found at <https://shrewsburypubliclibrary.org/about/mission-and-history/>. Library staff will consider proposals which complement the library's collections and services, the suitability and availability of the library's physical space; budget considerations, the program's contribution to the library's overall schedule of events; and the availability of Library staff to support and or assist with the program.
- Programs must comply with the library meeting room policies, which mandate the program be open to the public, free of charge and prohibit commercial advertising or direct solicitation. Individuals and organizations interested in partnering with the library on adult programs are invited to submit a proposal according to the guidelines set forth below.

Proposals are accepted according to the following schedule:

Proposal submission time frame	For programs to take place during
November 1 - January 31	June, July, August
February 1 - April 30	September, October, November
May 1 - July 31	December, January, February
August 1 - October 31	March, April, May

Applicants will be notified of acceptance or rejection within three weeks of the end of a submission time frame. **Proposals must include all of the required information. Incomplete proposals will not be accepted.**

Email the proposal to mzeller@cwmar.org. Please include **PROGRAM PROPOSAL** in the subject line.

Attn: Program Proposals
Shrewsbury Public Library
609 Main Street
Shrewsbury, MA 01545

APPROVED: February 26, 2019

Proposal Requirements

- **Contact name, address, city, state, zip code, phone number, email address**
- **Name of organization (if any)**
- **Organization website (if any)**
- **Description of program:**
 - Title and outline of program
 - Length of program
 - Format (lecture, film, panel discussion, etc.)
 - Estimated cost of program and source of funding (if any)
 - Names of speakers and/or performers with biographical information
- **Previous presentations of this program (if any). Please include a publicity sample.**
- **Please describe how your program complements the library collections, services, goals and interests of the community.**
- **Please describe the learning outcomes of your proposed program. What can an attendee expect to learn from your program**
- **Name(s) of any co-sponsoring organization(s) you would be working with, such as a business, university, non-profit or community group**
- **Preferred date(s), day(s), and time(s)**
- **Intended audience and estimated audience size**
- **Any additional publicity services that you can provide to promote program, such as flyer, listserv, website , or Facebook posting**
- **Equipment needs**
- **Public performance or screening rights, if applicable**
- **Book or CD sales (if any)**

Proposals are reviewed by the Adult Services Team and accepted on a competitive basis according to the criteria set out in the Program Guidelines. A limited number of proposals are accepted each quarter. Applicants will be notified of acceptance or rejection within approximately three weeks of submission deadlines.

If the Program Proposal is Accepted

The Shrewsbury Public Library will:

- **Identify a staff member who will serve as your contact**
- **Provide a space and set-up for the program**
- **Produce appropriate publicity, such as press releases to the local media, appropriate printed materials, or inclusion in the Library's newsletter and web postings.**

The partnering organization or individual will:

- **Provide a contact person who is authorized to make decisions and will attend and run your program**
- **Work with the library contact person to coordinate publicity, meet publicity deadlines and provide complete information**

Other program planning guidelines

- Presenters holding programs for children, 18 and under, must undergo a CORI background check
- Paid presenters must present a W-9 at least 5 weeks in advance of their program
- Because of limited financial resources, our normal price range is \$200 per program. SPL also considers factors such as topic, potential audience, program space, etc. when negotiating fees.