

## **Programming Policy**

Western Allegheny Community Library selects, plans, prepares and presents numerous programs and events throughout the year. These programs further library goals and are part of the established ongoing service of the library.

### **Fees**

Most programs and events, promoted or sponsored by the library, are free of charge. There may, on occasion, be a materials or presenter fee passed along by the library. However, when there is a fee for materials, this fee will be stated up front, and will not exceed actual costs.

### **Registration**

Programs may be designed for a specific age or grade level and attendance may be limited to a specifically described audience (for example: 3 – 5 years old). Many programs require registration in order to:

- Adhere to room occupancy restrictions
- To confirm attendees meet the audience specific guidelines
- To ensure adequate supplies and materials for each attendee.

If registration is required, it will be done on a first-come, first-serve basis for the described audience. If programs reach maximum capacity, we will make every effort to include those on waiting lists or to expand programs to accommodate demand.

### **Location**

Programs may be presented at the library or off-site, at the request of community groups or area schools and daycares.



# PATRON POLICY

## **Presenters**

Library staff present many of the library's programs however; there are occasions when staff enlist the support of outside presenters, often professionals in a particular field.

As part of sponsorship opportunities, local businesses may request the opportunity to host programs for the community. These are restricted to informational sessions only and are not a means for soliciting business.