

Presenter Expectations & Procedures

Presenter selection and development are subject to the following expectations and procedures.

Approval and Scheduling:

- Submitting an application is not a guarantee of selection.
- All presenters, performers, and programs are subject to approval.
- Programs are selected for their alignment with the Library's mission and goals, budget, staffing, program space availability, presenter background and qualifications in content area, relevance to community needs, interests, and issues, historical or educational significance, connection to other community programs, exhibitions or events, relation to library collection, resources, exhibits and programs.
- Programs are open to all. As a governmental, taxpayer-funded organization, program attendance cannot be restricted based on gender, age, race, or any other protected class. Although we understand some topics may appeal more to certain groups than others, we cannot restrict attendance to only that group.
- Admission to library programs is free.
- Program suggestions from the public and/or unsolicited offers from individuals or organizations to present programs will be evaluated by the same standards used to select library-initiated programs.
- Programs held in library meeting rooms will adhere to room capacity limits.

Expectations:

- Programs must not be a teaser or advertisement for paid products. The program must not require purchasing a specific product or service for the information to be applicable.
- Program presenters will not sell or promote products or services. Presenters may have a business affiliation, but must not promote businesses, products, or for-profit enterprises.
- The Library will manage registrations. Presenters should not collect or track any personal information. Presenters may provide their contact information so that attendees can voluntarily contact them after the program has concluded.
- Library employees may observe programs, and based on observations and audience feedback, may at times offer feedback about an offering's content, presentation, or delivery. The Library will work with the presenter to resolve any complaints or concerns, but in the case of irreconcilable differences, the presenter may be removed from the library's internal database.
- Use of library space and physical arrangement must be safe and conducive to effective program delivery.
- Nyack Library is not responsible for any personal or group belongings or equipment that is damaged, stolen, or missing.
- Presenters and groups may not store their property at the Library, unless it has been pre-approved.
- Please indicate on the application if you would like to request an ADA accommodation.

Professional Standards:

- Clothing should be neat and laundered. Uniforms or business attire encouraged.
- Professional level of presentation. Presentations should be prepared in advance, practiced, and presenters should have experience with public speaking. Presenters should prepare printed materials in advance, or if assistance is needed with printing, this request should be made at least 3 days before the event.
- Bands or musicians should practice and do a dress rehearsal prior to performing.
- Knowledge of behavior management and de-escalation techniques. Library staff will be on hand to assist, but presenters should remain calm and in control of the room.
- Presenters should remain in public spaces and visible at all times. In the case a participant needs assistance cleaning up, with an injury, or other emergency, a library staff member or family member of the participant should be asked to assist. For the safety of participants and presenters, presenters should never be alone with an individual who is not library staff.
- Presenters should bring enough helpers with them to complete the program or activity without needing library staff assistance. Library staff will be in attendance as support, but not help conduct the program. The presenter should be knowledgeable and have experience with presenting using a laptop computer and presenting a slide presentation and/or screening videos without assistance.

Cancellations:

- At any time the Library or the presenter may cancel the program for any reason. Two weeks' notice is appreciated. Exceptions may be made due to injury, emergency, and illness.