



# Oak Park Public Library Presenter Guidelines

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## HOW EVENTS/PROGRAMS ARE CHOSEN:

The Oak Park Public Library hosts events that celebrate our Mission and/or the Strategic Goals of the City of Oak Park. The choices are based on budgetary restrictions, recommendations/referrals from other venues, reputation of presenter, resume or expertise of presenter, suitability of space / timing, and availability of required staffing. All presenters must first complete the Program and Event Proposal Form located on our website to be considered.

## ALL EVENTS/PROGRAMS MUST CONTAIN ONE OF THE FOLLOWING ATTRIBUTES:

- Educational / Informational:** provides participants with knowledge or skills.
- Cultural:** reflects and/or celebrates cultural diversity, inclusiveness, and/or cultural education.
- Recreational:** provides participants with a sense of community, engagement, and/or social interaction, through shared experience, discussion, or connection.

## PRESENTERS WILL BE ASKED TO SIGN AN UNDERSTANDING DETAILING THE FOLLOWING UPON BEING SCHEDULED:

1. Presenters may not appear to endorse or promote any particular candidate, political party, campaign, ideology, or belief system. Programs with religious or political content should be presented from a scholarly point of view and avoid praying, proselytizing, recruiting, and/or endorsing particular campaigns, candidates, or any above mentioned.
2. Presenters must adhere to the originally agreed upon and promoted subject matter of the presentation.
3. The presenter may not directly promote any for-profit business, product or service to program participants. One exception to this rule is for an author/artist/musician who has specifically been invited by the Library to give a presentation, workshop, exhibit, or concert. Authors/artists/musicians can sell their books/work/cds during or after a program, but they must either work with a bookstore or bring their own assistant to handle these transactions. The presenter's time should be devoted to presenting the program and answering questions.
4. Presenters may not collect or request personal information or compensation from attendees. This includes names, addresses, emails, or other information, except in recurring group settings (such as book clubs) where attendees volunteer the information to a facilitator for the purpose of communicating emergency cancellations, or other pertinent information.
5. Presenters may not actively hand out or distribute flyers, brochures, business cards, or other organizational/business publications at any time. Presenters are permitted to set this information on a table for attendees to take, if they wish.
6. Presenters consent to photos during the event along with promotional material distributed before/after event.
7. Language must be acceptable for all audiences. Ensure that jokes and stories are age-appropriate, and don't single out or marginalize a particular group of people. Refrain from swearing or other offensive language.
8. In the event of a rare, unforeseen circumstance (i.e. weather or power outage), the Library may cancel the event and require the presenter to reschedule.