



**OFFICIAL USE ONLY:**

Date Received: \_\_\_\_\_

Managers' Initials: \_\_\_\_\_

Approved / Declined Date \_\_\_\_\_

Date Applicant Notified \_\_\_\_\_

## Presenter/Program Policy and Proposal Form

The Wilmington Library supports its mission of connecting people with the world of ideas and information by developing and presenting programs that provide additional opportunities for information, learning, and entertainment. Programming is an integral component of library service that:

- Expands the Library's role as a community resource
- Introduces customers and non-users to Library resources
- Provides entertainment
- Provides opportunities for lifelong learning
- Expands the visibility of the library

The Library utilizes library staff expertise, collections, services and facilities in developing and delivering programming. The Library's staff uses the following criteria in making decisions about program topics, speakers, and accompanying resources:

- Community needs and interests
- Availability of program space
- Treatment of content for intended audience
- Presentation quality
- Presenter background/qualifications in content area
- Budget
- Relevance to community interests and issues
- Historical or educational significance
- Connection to other community programs, exhibitions or events
- Relation to Library collections, resources, exhibits and programs

In addition, the Library draws upon other community resources in developing programs and actively partners with other community agencies, organizations, educational and cultural institutions, or individuals to develop and present co-sponsored public programs. Professional performers and presenters that reflect specialized or unique expertise may be hired for Library programs; performers and presenters will not be excluded from consideration because of their origin, background, or views, or because of possible controversy. Library staff who present programs do so as part of their regular job and are not hired as outside contractors for programming.

All Library programs are open to the public. A fee may be charged for certain types of Library programs. The Library's philosophy of open access to information and ideas extends to Library programming, and the library does not knowingly discriminate through its programming. Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by participants, and program topics, speakers and resources are not excluded from programs because of possible controversy.

Registration may be required for planning purposes or when space is limited. Programs may be held on site at any Library agency, or off site. Any sales of products at Library programs must be approved by the Library and benefit the Library. Programs are not used for commercial, religious, or partisan purposes or the solicitation of business.

External organizations or individuals partnering with the Library on programs must coordinate marketing efforts with the Library's Administration.

The Library welcomes expressions of opinion from customers concerning programming. If a customer questions a library program, he/she should first address the concern with the Library Director, Larry Manuel.

If you wish to be a Presenter and offer a Program at the Wilmington Public Library or North Wilmington Branch Library, please fill out the attached form and turn it in to the Wilmington Public Library's Administration Office or the North Wilmington Branch Library.

For more information, please contact Renee O'Donnell at the Wilmington Public Library, Administration Office. 302-571-7400 ext. 2401

Forms can be submitted in person, by mail, email, or fax.

<b>Wilmington Public Library (downtown)</b> Attn: Liz Thorpe email: <a href="mailto:Liz.thorpe@lib.de.us">Liz.thorpe@lib.de.us</a> FAX: 302-654-9132 Mail: P.O. Box 2303 Wilmington, DE 19899  For more information: Phone: 302-571-7400 Ext. 2401	<b>North Wilmington Branch Library</b> Attn: Debbie Howard email: <a href="mailto:Debbie.howard@lib.de.us">Debbie.howard@lib.de.us</a> FAX: 302-761-4291 Mail: North Wilmington Branch Library 3400 N. Market St., Wilmington, DE 19801  For more information: 302-761-4290
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Date Received: _____
Staff Member: _____
Approved / Declined Date _____
Date Applicant Notified _____

**Presenter/Program Proposal Form:**

- Wilmington Library (downtown)  North Wilmington Library Branch

**PRESENTER INFORMATION**

Name (as it would appear on marketing materials): \_\_\_\_\_

- Non-Profit (please attach copy of 501c3 letter)  
 For-Profit

Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

<p><b>Target Audience:</b></p> <p><input type="checkbox"/> Children(0-5 years)  <input type="checkbox"/> Children (5-12 years)  <input type="checkbox"/> Teens (13-17 years)  <input type="checkbox"/> Adult  <input type="checkbox"/> Senior  <input type="checkbox"/> All Ages</p>	<p><b>Event Type:</b></p> <p><input type="checkbox"/> Author Talk/Reading  <input type="checkbox"/> Craft Workshop  <input type="checkbox"/> Arts / Cultural  <input type="checkbox"/> Lecture/Panel Discussion  <input type="checkbox"/> Educational Workshop  <input type="checkbox"/> Consumer Health  <input type="checkbox"/> Employment/Entrepreneurship  <input type="checkbox"/> Financial Literacy  <input type="checkbox"/> STEM Programming  <input type="checkbox"/> Computer / Technology</p>	<p><b>Length of Program:</b>          _____ Minutes</p> <p><input type="checkbox"/> Single Event  <input type="checkbox"/> Series? How many in series? _____  <input type="checkbox"/> Frequency, if ongoing program:          _____          _____</p>
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**\*\* Programs with target audience of Children or Teens will be required to provide proof of a background check. It is the presenters' responsibility to cover the cost of this process. Background checks can be obtained from the Wilmington Police Department. They are good for two years.**

**Cost or charge for Program:**

\$ \_\_\_\_\_  
 No Charge

**DESCRIPTION OF PROGRAM AND/OR ACTIVITES**

Provide a detailed description of the program, event or activity you are proposing. Attach any publicity/brochures/marketing materials. Please email: [Liz.thorpe@lib.de.us](mailto:Liz.thorpe@lib.de.us) with any graphics, or documents the Library can use for public promotion.

**MARKETING DESCRIPTION:**

Provide a brief statement that could potentially be used on marketing materials to promote your program/performance to the public. Material may be attached to form.

**REFERENCES – EXPERIENCE – QUALIFICATIONS**

Please include if you have you performed at any other local libraries before? If so, when? Which Library?

Provide a reference that has used your performance or is familiar with you professionally.

<b>Name:</b>	<b>Phone Number: (    )</b>
<b>Email:</b>	<b>Relationship to Reference:</b>

List experience and/or qualifications to present this program:

By checking this box, I certify that all of the information I have provided on this form is true and accurate.

**Signature:**

**Date:**

**NOTE: applicants will be notified of the status of their proposal within six (6) weeks of submission. Return in person, by mail, email or fax to Wilmington Public Library.**

<p><b>Wilmington Public Library (downtown)</b>          Attn: Liz Thorpe          email: <a href="mailto:Liz.thorpe@lib.de.us">Liz.thorpe@lib.de.us</a>          FAX: 302-654-9132          Mail: P.O. Box 2303          Wilmington, DE 19899          For more information:          Phone: 302-571-7400 Ext. 2401</p>	<p><b>North Wilmington Branch Library</b>          Attn: Debbie Howard          email: <a href="mailto:Debbie.howard@lib.de.us">Debbie.howard@lib.de.us</a>          FAX: 302-761-4291          Mail: North Wilmington Branch Library          3400 N. Market St., Wilmington, DE 19801          302-761-4290</p>
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