

Library Policy No. 15

Subject: Library Programs and Registration

Adopted by the Board March 11, 1992

Revised September 11, 1996

Revised October 20, 2004

Revised December 11, 2019

The West Bloomfield Township Public Library offers programs for all ages in support of its mission and as a means to encourage library use, to promote library materials, resources and services, to provide information, and to extend library service into the community. A library program is a planned public activity for two or more people held at a specific date and time or a defined continuous length of time that takes place at the library or elsewhere in the community, and is presented, sponsored or co-sponsored by the Library. Unsolicited requests to conduct programs are not accepted. The decision to co-sponsor a program is at the sole discretion of library staff.

Programs are planned by professional library staff taking into consideration the interests and needs of the community. Also taken into consideration is room availability and staffing capacity throughout the year. Program offerings may fluctuate due to the need to provide public service, engage in collection development activities, conduct outreach efforts and other professional staff responsibilities, which impact staff availability and capacity.

There are three types of programs: Drop-in, ticketed, and registered. Determining the type of program is at the sole discretion of library staff.

Drop-in programs do not require registration. Ticketed programs may be utilized due to space limitations. Tickets will be issued on a first come, first served basis and cannot be held for friends or family. When capacity is reached, no more tickets will be issued.

Due to the nature of some programs as determined by library staff, registration is may be required. This enables staff to ensure there is enough equipment or supplies for all attendees. Limiting attendance allows staff to provide hands-on experiences with focused and tactile learning opportunities.

When registration for a library program is required:

1. Unless otherwise stated, the program is limited to individual residents of West Bloomfield and contract communities who have a library card in good standing. The library card will serve as proof of residency.

2. Methods of registration are determined by staff and may include the ability to register by online event calendar, by telephone with a valid library card number, or in person with a valid library card or photo ID.
3. Registration will be on a first come, first served basis. Registration can be done in advance beginning at a date determined by library staff, typically one week prior to youth programs and two weeks prior to adult and teen programs.
4. Any participation requirements must be met by the beginning date of the program.
5. No group (such as nursery school classes, school classes, community organizations, etc.) registrations will be accepted.
6. The Library reserves the right to cancel any registered program that does not meet minimum registration requirements. Users are encouraged to include an email address in their library card account as notification of any cancellation will be done via email.
7. No fees will be charged to attend the library-sponsored program.