

COMMUNITY PRESENTATIONS

POLICY QUESTIONS TO ADDRESS

1. What is the purpose of a community presentation?
2. Are some types of community presentations a higher priority than other types of community presentations?
3. How does the offering of community presentations support the library's goals and objectives?

DEFINITION:

A *community presentation* is a planned activity that takes place outside the library and is presented or sponsored by library staff for two or more people. A community presentation may take place in such diverse locations as a school, park, a hospital, a nursing home, convention center, religious or community centers etc. A community presentation may be a storytime, booktalk, library talk, library exhibit, performance, demonstration, or discussion group. Community presentations are presented to adults, young adults or children.

REGULATIONS QUESTIONS TO ADDRESS

1. Who may present community presentations?
 - a. Only staff?
 - b. Only certain classifications of library staff?
 - c. Volunteers?
2. If volunteers are authorized to offer community presentations, are they required to complete a training program or orientation?
3. Who is responsible for scheduling community presentations?
4. Are there guidelines for community presentations which should be followed by every one who offers community presentations?
5. Is there a minimum or maximum number of anticipated attendees for a community presentation?
6. How will the library inform the community that they offer community presentations?
7. How does an organization request a community presentation?
8. Is there a form that must be completed by the requesting organization or the library that contains the pertinent information (name of group, size of the group, date and requested time of the presentation, areas of interest to the group etc.) about the community presentation?
9. Will the attendees be given any printed information about the library during the presentation? If so, what?
10. Under what circumstances, if any, will the library accept financial support or donations of goods and/or services to help defray the cost of one or more

community presentations? If the library is willing to accept such support, how will they recognize the contribution?

11. What statistics, if any, will be kept about the community presentations made by the library? If so,
 - a. how are the statistics to be reported?
 - b. to whom are they reported?
 - c. how frequently are they reported?
12. Will staff be asked to evaluate the community presentation? If so,
 - a. what criteria will be used to evaluate the community presentation?
 - b. how will the evaluation be conducted?
 - c. to whom will the completed evaluation be given?
 - d. when is the evaluation to be submitted?
 - e. how will the results of the evaluation be used?
13. Will the attendees of the community presentation asked to evaluate the presentation? If so,
 - a. how will the evaluation be conducted?
 - b. to whom will the evaluations be given?
 - c. how will the results of the evaluation be used?