

SPECIAL EVENTS

POLICY QUESTIONS TO ADDRESS

1. What is the purpose of participating in special events?
2. How does participation in special events support the library's goals and objectives?

DEFINITION

What does the library mean by the term *special event*?

REGULATIONS QUESTIONS TO ADDRESS

1. How does an organization or institution request that the library participate in a special event?
2. How does a staff member propose that the library participate in a special event?
3. What criteria will the library use to determine if the request to participate in a special event will be approved?
4. Under what circumstances, if any, will the library participate in a special event if there is a fee to participate?
5. Who is responsible for determining that the library will or will not participate in a special event?
6. How is the decision on whether or not the library will participate in a special event communicated to the organization, institution or staff member that proposed the library's participation?
7. If a library participates in a special event, will it authorize:
 - a. staff time to participate
 - b. use of Library equipment
 - c. promotional materials about the event to be distributed in the library if the material was produced by another organization or institution?
 - d. promotion of the event in library produced publicity materials
 - e. purchase of goods or services to support the event?
 - f. other?
8. Who is responsible for the authorization of items 7a through 7f?
9. Are the library and the library staff covered by the library's insurance policy if they participate in special events? Under what circumstances, if any, does the library need to acquire additional insurance to provide coverage for the special event?
10. If the special event occurs at a time when staff would not be normally scheduled to work, will staff receive overtime for participation?