

**GSV-3****COMMUNITY PRESENTATIONS****Policy Statement**

In an effort to reach out to the community and promote library activities and services, Manhattan Public Library (MPL) offers planned presentations that extend beyond the library.

**Definition:**

A community presentation is a presentation by library staff, Board members, or other authorized representatives, on library activities, collections, or services given to groups of adults, young adults, or children at locations outside of the library.

**Regulations:**

1. Presentations must be scheduled in accordance with staff availability.
2. Organizations may request a presentation by contacting the appropriate staff, including, but not limited to:
  - Library Director or Public Relations Coordinator for presentations on general library information and services;
  - Public Services Manager for presentations on electronic resources, outreach services, other adult programs and teen services, programs, and collections;
  - Program and Children's Services Manager for presentations on children's services, programs, and collections;
  - Collections Manager for presentations and book talks about the adult collections.
3. Presentation requests for public services staff must be approved by the appropriate manager.
4. Staff making presentations will supply appropriate literature. This may include library brochures, bookmarks, programming calendars, suggested reading lists, or other documents.
5. Financial compensation to library personnel is not permitted. Contributions to MPL can be accepted. Such contributions will be recognized at the time of the presentation.
6. MPL reserves the right to limit the frequency of presentation requests from individual organizations.

7. Nothing connected with a presentation given to an organization implies Manhattan Public Library's endorsement of that organization.