



ESSEX LIBRARY
ASSOCIATION

A Member Supported Not for Profit Organization

LIBRARY EVENTS POLICY

The Essex Library Association Board of Trustees seeks to make all of the Library's programs equally accessible to the Library's patrons and to encourage, as an essential component of its services, the use of the Library's facilities. Accordingly, Library events, including book clubs, children's and adult programs, and regular and special business meetings of the board of trustees and Friends of the Library should be held at the Library's facilities. Library facilities shall generally be scheduled on a first-come, first-served basis; however, Library-sponsored events shall receive priority in scheduling and reservations.

From time to time, due to limitations in space or suitability, Library events may be conducted, with the approval of the director, at publicly-accessible locations other than the Library's facilities, provided that equal accessibility to such events shall be neither inhibited nor discouraged as a result of the use of such location. Examples of events that may be held outside the Library include: use of the town hall or school auditorium for lectures, debates and other programs where greater seating capacity is required; staff outreach to and programs at area schools, retirement housing, nursing homes or community agencies; hosting a library card registration booth or outreach table at town parades or events; or guiding a regular book discussion at a communal residential facility. The Director is responsible for approving any off-site events and scheduling Library staff at such events.

Approved by the Essex Library Association Board of Trustees
September 25, 2019