

## **PROGRAM POLICY**

Western Allegheny Community Library selects, plans, prepares and presents programs and events. These programs further library goals and are part of the established ongoing service of the library. Most programs and events, promoted or sponsored by the library, are free of charge. There may occasionally be a materials fee requested by the library. However, when there is a fee for materials, this fee will be stated up front, and should not exceed actual costs. Programs may be designed for a specific age or grade level and attendance may be limited to a specifically described audience (for example: 3 – 5 years old). Programs require registration. This is done in order to:

1. Not exceed the capacity of the rooms.
2. To ensure the audience matches the specifically described characteristics such as age or grade level.
3. To allow the presenter to make preparations for each individual attending.

If registration is required, it will be done on a first-come, first-serve basis for the described audience. If programs are filled, we will make every effort to include those on waiting lists or to expand programs to accommodate demand. Programs may be presented off-site or by request from groups or area schools. These programs are selected and presented by volunteers and professional staff, but outside speakers or



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presenters may be invited to provide programming sponsored by the library.

Arrangements are made for these programs on a first-come, first-serve basis.