

Library Event Policy

Approved by Board of Trustees: October 2022

Review Date: October 2024

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HOPKINTON PUBLIC LIBRARY

Purpose of Policy

This policy is intended to help the library refrain from wasting resources by providing for cancellation of events. Such resources may include funding, staff time, library space, and materials.

This policy pertains to programs that have been arranged by Library staff and are being sponsored or co-sponsored by the library. These programs may be led by Library Staff, or may include material presented by an outside vendor who is donating their time, or who is being compensated by the library.

This policy does **not** pertain to programs that have been arranged by or are being put on by community organizations, individuals who have reserved rooms in the library, or library-associated organizations (such as the Friends of the Library).

Library Staff Responsibilities

Library staff are responsible for determining whether or not to cancel an event.

Low Registration

The main determinant for cancellation of an event may be very low registration numbers. However, additional considerations are: the type of event (a small craft program with 10 spots may go ahead with 4 registrants, while a large presentation with 60 spots may be canceled with the same number of registrations); the cost of an event; the expectation of walk-ins; and the use of other library resources (staff time, etc.).

Library staff will give outside presenters at least 48 hours' notice of intent to cancel a program. If notice is given at least 48 hours in advance, the library will not be held liable for the cost of the event.

Library Closures or Partial Closures due to Emergencies

Library Staff may need to issue cancellations for events due to inclement weather or other emergencies. Closures in advance of a predictable weather event are usually issued by Hopkinton Town Hall, and Library Staff will notify presenters and patrons as soon as is feasible. In all cases of emergency closures, the Library will work with the outside presenter to reschedule the event at a later date.

Responsibility to Participants

Library Staff are responsible for reaching out to any patrons who may be registered and informing them of the cancellation. This may include directly calling or emailing registered patrons, or may be limited to postings on the library's website and social media, depending on the circumstances of the cancellation and any relevant library closures which may impact staff safety or access to communication devices.

Library Staff will contact registered patrons if a canceled event is rescheduled.

Library Patron Responsibilities

Library patrons are responsible for registering for programs that they are planning to attend. The library cannot guarantee space in events if the patron has not registered, even if walk-in registrations are offered on the day of the event. Registered patrons take priority in all cases.

Library patrons are responsible for canceling their registration if they no longer intend to attend a library program. Patrons who register and fail to show for three events may be blocked from registering in advance for future events. In such instances, those patrons may be permitted to attend programs on a drop-in basis, as space permits.

Limits of Library Liability

The Library is not responsible for losses to patrons incurred by the cancellation of library events.

The Library is not responsible for losses incurred by presenters whose engagements are canceled by library staff, as long as the Library has provided at least 48 hour's notice of the cancellation. The Library will pay the originally agreed upon fee for any program that was not canceled with at least 48 hours notice to the presenter. In cases of emergency closure, the Library will work with the presenter to reschedule the program for a future date. Payment will be made once the program has been held. The Library will not be responsible for cancellation fees or rescheduling fees.