

## **Teen-Led Programs at the Hopkinton Public Library Information and Guidelines**

Thank you for your interest in presenting a teen-led program at the Hopkinton Public Library. Applications are reviewed quarterly within 2 weeks following the deadlines listed below. Please be aware that the Library will approve a limited number of applications per quarter, regardless of the quality of applications. The decision of the Library regarding the approval or denial of an application is final.

### **Accessibility Note**

Applicants may submit their application in an alternative format such as in-person, video, or audio. In-person submissions must confirm a date and time to meet with the Young Adult Librarian or the Youth Services Supervisor.

### **Eligibility**

*Group Applicants: Each group member must meet all eligibility criteria.*

- Must be aged 14 or older. High School Seniors that are aged 18 must pass a CORI check.
- Must live or attend school in Hopkinton, Massachusetts.
- Have a CWMARS library card in good standing.

### **Application Timeline**

- October 15th deadline will be considered for Winter Programming (December–February)
- January 15th deadline will be considered for Spring Programming (March–May)
- July 15th deadline will be considered for Fall Programming (September–November)

*Please note that we will not consider any applications for Summer Programming (June–August).*

### **Selection Criteria**

- Quality of the application
  - Applicant has completed all information requested in the application.
  - Program is well thought out and detailed.
  - Materials are presented in an organized manner.
  - Potential costs are identified.

- Possible pitfalls and challenges in successfully completing the program are considered.
- Identify the appropriateness of the program for the audience's age group, and the Library in general.
- Comparison to current or upcoming library program offerings (Do we offer something similar to your idea? Does your timing conflict with other programs?).
- Commitment to not use AI in any way, including, but not limited to, generating words, images, videos, and/or audio.
- Commitment to complete and submit a Post-Program Reflection.
- Have read the Library's [Meeting Room Policy](#) and [Programming Policy](#).

The Library may require additional information from an applicant before making a final decision on an application. Applicants will be given two weeks to provide any requested information.

### **Library Responsibility**

- Limited mentoring from a librarian to guide the development of the content, program structure, and advertising plan.
- Program space, including tables, chairs, basic office supplies, projectors/screens.
  - The Library will have limited supplies and equipment for you to use and cannot guarantee that they will be able to provide what you need.
- Print and online advertising
  - All flyers and graphics made must be approved by the mentoring librarian.
  - All posting to the Library's website/event calendar and social media will be done by the mentoring librarian.
- Copies of handouts for the program when needed. Originals will be created by the teen as part of their program responsibilities.
- Attendance of the mentoring librarian during the program to help guide set-up, breakdown, and provide overall supervision.

*If you have any questions during the application or planning process, the Young Adult Librarian and the Youth Services Supervisor are happy to help in-person or by email at [hplys@hopkinma.gov](mailto:hplys@hopkinma.gov).*