



# City of Virginia Beach

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## DEPARTMENT OF PUBLIC LIBRARIES

### Policy

<b>Title:</b> Library Program Proposals from Outside the Organization	<b>Policy Number:</b> VBPL-POL-0018
<b>Effective Date:</b> June 26, 2019	<b>Date of Revision:</b> N/A

### 1.0 Purpose

Virginia Beach Public Library (VBPL) programs connect residents to library resources, to each other and to the larger community. Programming ties directly to the library's strategic plan. Various branches within VBPL are unique in their size, layout, seating, available staff, customer demographics, and demand for programming. Those interested in presenting a program at the Library are invited to complete the Program Presenter Interest Form for consideration.

### 2.0 Program Requirements and Guidelines

- A. Programming is not permitted which is an avenue for sharing information about or advertising a company or product in any way.
- B. Paid presenters must submit a signed contract and IRS Form W-9.
- C. VBPL considers factors such as strategic relevance of topic, potential audience, program space, etc. when evaluating program proposals.
- D. *People interested in becoming a volunteer, can visit the City's [Volunteer](#) page to see current opportunities.*
- E. The Library will contact a program presenter should their services be of interest to the Library.
- F. The City of Virginia Beach and Virginia Beach Public Library shall not discriminate on the basis of race, color, sex, religion, national origin, genetics, disability, age,

pregnancy and childbirth, and military status. The City also prohibits all forms of discrimination based on sexual orientation and gender identity.

Approved by:



Eva Poole, Director of Libraries