

Presenter Expectations / Terms and Conditions

The library offers year-round programs at our system's 18 branches. The library responds to emerging community interests as well as established interests and demand. Presenter selection and development are subject to the following procedures and expectations.

Approval and Scheduling:

- Submitting an application is not a guarantee of selection.
- All presenters, performers, and programs are subject to approval.
- Being added to the internal library database of presenters does not guarantee a future booking.
- Scheduling programs is at the discretion of each branch. Presenters are discouraged from soliciting, advertising, or reaching out to library branches to promote their program.
- Programs are open to all. As a governmental, tax payer-funded organization, program attendance cannot be restricted based on gender, age, race, or any other protected class. Although we understand some topics may appeal more to certain groups than others, we cannot restrict attendance to only that group.
- The library will accept limited attendance programs, and arrange pre-registration. Programs geared towards developmental ages and stages are appropriate.
- Admission to library programs is free.
- Program suggestions from the public and/or unsolicited offers from individuals or organizations to present programs will be evaluated by the same standards used to select library-initiated programs.
- Programs held in library meeting rooms will adhere to room capacity limits.
- Programs must follow Library Use and Meeting Room Use Policy standards.

Expectations:

- Program content is appropriate for group presentation. One-on-one tutoring or coaching would not be appropriate.
- Programs should reach as large an audience as possible. Classes geared to a specific, small group of individuals (under a dozen), for example, would not be appropriate.
- Information provided during a library program must be of general interest to the intended audience.
- Programs must not be a teaser or advertisement for paid products. The program must not require purchasing a specific product or service for the information to be applicable.
- Program presenters will not sell or promote products or services. Presenters may have a business affiliation, but must not promote businesses, products, or for-profit enterprises.

- The Library will manage any registration or signup lists. Presenters should not collect or track any personal information. Presenters may provide their contact information so that attendees can voluntarily contact them after the program has concluded.
- The Library is a government institution, funded through tax payer dollars. Political opinions, hate speech, and profanity is not appropriate while presenting at the library. Please keep content appropriate to a wide range of opinions, sensibilities, and backgrounds.
- Library employees may observe programs, and based on observations and audience feedback, may at times offer feedback about an offering's content, presentation, or delivery. The Library will work with the presenter to resolve any complaints or concerns, but in the case of irreconcilable differences, the presenter may be removed from the library's internal database.
- Use of library space and physical arrangement must be safe and conducive to effective program delivery.
- The County Library is not responsible for any personal or group belongings or equipment that is damaged, stolen, or missing.
- Presenters and groups may not store their property at the Library.
- Please indicate on the application if you would like to request an ADA accommodation.

Professional Standards:

- By submitting an application to be a presenter with the County Library, you are agreeing to uphold professional standards of conduct. These include:
 - Clothing should be neat and laundered. Uniforms or business attire encouraged.
 - Professional level of presentation. Presentations should be prepared in advance, practiced, and presenters should have experience with public speaking.
 - Bands or musicians should practice and do a dress rehearsal prior to performing.
 - Knowledge of behavior management and de-escalation techniques. Library staff will be on hand to assist, but presenters should remain calm and in control of the room.
 - Presenters should remain in public spaces and visible at all times. In the case a participant needs assistance cleaning up, with an injury, or other emergency, a library staff member or family member of the participant should be asked to assist. For the safety of participants and presenters, presenters should never be alone with an individual who is not library staff.
 - Presenters should bring enough helpers with them to complete the program or activity without needing library staff assistance. Library staff will be in attendance as support, but not help conduct the program. Library staff should not be asked, for example, to hold or watch animals, to assist with a magic trick, or provide intensive hands-on support for a craft.

Payment:

- The cost of a program is set at time of acceptance. It is the presenter's responsibility to reach out to the central program coordinator to adjust or change cost. This can happen at any time.
- Invoices, including any fees, should always match the amount communicated and entered into the Library's internal presenter database. Invoices/cost should not vary based on location.
- If there is a seasonal, group, or special rate, that should be communicated to the central program coordinator. These rates can be listed in the internal database, next to regular rates. (For example, if you offer a 10% discount if more than three libraries book the same program in a certain time frame, or if there is a \$25 decrease in price during the slow season, etc.)
- Library presenters must have a "Business PayPal" account.
- All Salt Lake County presenter payments are made through "Business PayPal."
- Library presenters will invoice for payment through "Business PayPal" after the program has occurred. See ["Business PayPal" Instructions](#).
- Payment should be received within 3–7 business days.
- "Business PayPal" charges a small processing fee (3.49%+\$0.49 processing fee). Please be aware of this as you set your fee.

Contracts:

- If your organization/business has a contract or agreement that needs to be signed by the Library, please submit it as an attachment with your application.
- Contracts/agreements/MOUs must be reviewed by the county attorney's office prior to signature.
- Contracts/agreements/MOUs are agreed upon between the organization and Salt Lake County on behalf of its Library Services.
- Contracts/agreements/MOUs should be submitted centrally. They will be negotiated and signed on behalf of the County Library, which includes 18 branch locations.
- Negotiation of specific programs, times, and dates, should be conducted through email or phone with the branch location, and should not include signed contracts/agreements/MOUs.
- To expedite approval of an MOU, please reference the County Library MOU template.

Cancellations:

At any time the Library or the presenter may cancel the program for any reason. Two weeks' notice is appreciated. Exceptions may be made due to injury, emergency, and illness.

If the program is cancelled by the presenter, no payment will be made. The presenter may work with the Library to reschedule the program.

If the presenter is sick, has tested positive to COVID-19, or has a known exposure to COVID-19, the Library requests the presenter cancels and arranges to reschedule.

If a program is weather-dependent, Library and presenter should make a back-up plan in case of inclement weather. Both Library and presenter should agree on the back-up plan.

If the program is cancelled by the Library:

- No payment will be made if at least two weeks' cancellation notice is offered.
- Whenever possible, the Library prefers to reschedule rather than cancelling outright.
- If less than two weeks' notice is given, the Library will honor the payment agreement.
 - Exceptions include:
 - Cancellation due to knowledge of the presenter violating the Presenter Expectations, the [Library Use Policy](#), or the [Library Meeting Room Policy](#), or any other library policy or procedure.
 - Cancellation due to negative feedback warranting concern, allegations of misconduct, or threats of harm or violence.