



Pickering
Public
Library

Library Policy

Policy No.: P15

Policy Title: Events

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Point of Contact: Director, Engagement & Client Experience

POLICY STATEMENT

Library events reflect the Pickering Public Library's mission, strategic direction, and priorities and are considered an integral part of Library service.

The Library's philosophy of open and equitable access to information and ideas extends to Library events. The Library also maintains impartiality. Hosting an event does not constitute an endorsement of the event topic or the views expressed by speakers or participants. Speakers and resources will not be excluded from events because of possible controversy.

POLICY PRINCIPLES

1. Library Events

- Library events can be in-person, virtual or hybrid, and are intended to:
 - Stimulate an interest in Library services and resources.
 - Promote reading and literacy.
 - Develop digital skills or feature new technology.
 - Support the community needs as outlined in the Strategic Plan.
 - Stimulate imagination and creativity.
 - Stimulate curiosity and a lifelong love of learning.
 - Make a connection between people, ideas, and cultures in an open and respectful manner.
 - Foster civic engagement through community conversations and respectful dialogue.

- Promote an awareness of contemporary issues and information required to engage in society.
 - Provide entertaining, enjoyable, and educational experiences.
 - Nurture research and information skills.
 - Create and promote community partnerships.
 - Create a welcoming environment for the community.
- The Library does not charge a fee for literacy-based events, such as preschool storytimes. Other Library events are usually free; however, the Library reserves the option to charge a fee to recoup the Library's cost of presenting an event.
 - Events will be developed with consideration for the principles of accessibility. Please refer to Accessibility: Client Services Standards, Communication and Information Standards, Design of Public Spaces Policy for more details.
 - Events will be offered in an open and equitable manner to all members of the community. From time to time, this may mean placing limits on individual access to some events in order to ensure equitable access to all.
 - Registration may be required for planning purposes or due to space limitations.
 - If registration is required for an event and a waitlist is created, Library staff have the right to allow wait-list registrants into the event if there are registered clients that are no-shows. It is the responsibility of clients to show up on time. Latecomers may not be admitted.
 - The Library values feedback from clients concerning events. Evaluation forms may be handed out at events to gather client feedback. Other comments can be addressed to the Library staff member who is running the event or to the Manager, Community Engagement.

2. Collaboration Events

- Collaboration events are facilitated in partnership with one or more community organizations or agencies. The collaboration event must align with the Library's mission and goals, be of sufficiently high quality, and be relevant to the community. Library resources required to support a collaboration event are discussed in advance and summarized in a Community Partnership Agreement Form.
- Collaboration events must be open to the public and free of charge to participants. If a fee must be charged to participants, it must be a nominal, cost recovery fee only and captured on the agreement form in advance.
- A Community Partnership Agreement Form will define the terms of the collaboration: event details, location, dates and times, equipment needs and training, advertising responsibilities, and formal recognition of the collaboration

partnership. The demand on Library staff resources must be reasonable and clearly outlined in this agreement. The agreement will have a set time period and a new agreement must be signed for continued partnership.

- The room rental fee will be waived for collaboration events. Training is required to use the Library's audiovisual equipment and arrangements must be made in advance.
- The collaboration partner must meet the Library's insurance requirements, as noted on the agreement form. The insurance requirements must be satisfied prior to the start date of the collaboration event.
- The Library may refuse a collaboration partnership opportunity due to space or resource limitations or if the event is deemed inappropriate or incompatible with the Library's mission or goals. The Library will not partner with an organization that violates the Ontario Human Rights Code or our Code of Conduct Policy.

3. Vendor Events

- Vendor events involve the library hiring an external vendor to facilitate and/or to conduct a single event or a single component of an event.
- Vendor events involve a fee for service and typically occur on a one-time basis.

4. Food and Beverage in Events

- The Pickering Public Library conducts events that are open to the public and strives to provide a welcoming and comfortable environment. Health and safety of all event attendees is a priority.
- Staff may use and/or serve food and beverages during special events as either an activity component (e.g., children's craft) or for public consumption (e.g., refreshments table).
- When food and/or drink is provided at special Library events, staff will strive to ensure all promotional materials communicate that food and/or drink will be used or served.
- When food and/or drink is provided at special library events, staff will strive to provide nut-free food and beverages. Note: the Library cannot guarantee an area or food/drink is nut-free, or that items have not come into contact with allergens. Be aware that the public are allowed to consume snacks and drinks in many areas of the library.

- Parents, teachers, and supervisors of young children will be advised via promotional materials if food and drink is offered at a children's event. Caregivers will decide if their children can accept food and drink.
- When provided at special Library events, staff will source food and beverages from an inspected public vendor only.
- Alcohol can only be served with a government issued special permit and when certified Library staff are on-site during the entire duration of the Library event. Alcohol can only be served in closed spaces to clients 19 years of age and older with valid government issued photo identification. Staff reserve the right to ask for photo identification at the door of the event and must deny entry or service to clients without valid identification present in hand. All alcohol must remain in the designated space.
- The Library does not accept homemade food contributions for Library events. If a client would like to offer a food, the food must be in the original, sealed packaging from a commercial vendor with a list of ingredients and an expiry date.
- Clients are responsible for monitoring the consumption of food and drinks by children under their supervision. This includes food and drink that is not served by Library staff.
- Washroom facilities are available for handwashing and clean-up.

RELATED POLICIES AND PROCEDURES

- [Welcoming Library Policy](#)
- [Accessibility: Client Services Standards, Communication and Information Standards, Design of Public Spaces Policy](#)
- [Room Booking by External Groups Policy](#)

Alternate formats of this document are available upon request.
Please speak to Library staff for assistance.