



PUEBLO CITY-COUNTY Library District

www.pueblolibrary.org

Library Programs and Public Relations

03.07.01.G3 Hired Program Presenters and Non-Library Sponsored Programs

PCCLD actively develops programs with other community agencies, organizations, educational and cultural institutions, and individuals. PCCLD may also hire professional performers and presenters who reflect specialized or unique expertise to facilitate programs. PCCLD will not exclude performers and presenters from consideration because of their origin, background or views, or because of possible controversy. PCCLD staff will require submission of a completed “Independent Contractor Agreement” and W-9 from all hired performers and presenters. ~~A background check will be required for all independent contractors who provide recurring library programs for children in compliance with Senate Bill 21-088 – Child Sexual Abuse Accountability Act.~~ *PCCLD staff will be present at all times during programs that are facilitated by independent contractors.*

PCCLD does not offer programs of a commercial nature. However, businesses and for-profit enterprises may be presenters in library-sponsored events so long as the information presented is of general interest and the event is open and free to the public. Presenters may have business-related brochures, flyers, or other information on display for interested attendees to pick up. Similarly, PCCLD may permit the sale of books or products created by presenters in conjunction with a library-sponsored program. PCCLD staff responsible for coordinating a program must approve sales in advance. Managing payment transactions is the sole responsibility of the performer and money will not be accepted by library staff.



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Copyright

PCCLD adheres to all relevant and applicable United States copyright laws, including Title 17 of the United States Code titled, "Copyrights." Materials may be used or provided by programming staff for nonprofit, educational, personal, and scholarly purposes. Transmission or reproduction of protected items beyond that allowed by "fair use" requires the written permission of the copyright holders.

Library staff are not liable for use of copyrighted materials by any hired presenter or community partner beyond that allowed by "fair use." Performers and musicians who use music, movies or other copyrighted material are responsible for obtaining any necessary copyright permission and or license^{ing} for non-original works

Non-Library Sponsored Programs

Community members and agencies may reserve meeting rooms for the purpose of facilitating their own programs or outreach activities. PCCLD does not sponsor these community programs or activities, nor does PCCLD provide marketing support. Setting up tables for outreach purposes is not permitted outside of meeting rooms and promotional signage outside the room is limited to an 8.5x14" poster or sign, unless otherwise approved by the branch manager.

Programs and outreach activities at branch libraries is limited to the distribution of information about available services or resources. No delivery of services (counseling, medical or behavioral health treatment, screenings or assessments, etc.) are permitted without adding PCCLD as an additional insured on the hosting individual or agency's insurance policy.

CUSTOMER SERVICE – Library Programs and Public Relations
Hired Program Presenters and Community Partner Guidelines

2 of 2

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