

Youth Services Programming



Thank you for your interest in presenting a youth services program at Montclair Public Library. Please review the following and submit a Program Proposal form for consideration. Proposals will be reviewed in the order received.

Montclair Public Library Mission & Vision

The mission of Montclair Public Library is to change lives every day through words, ideas and community connections.

Our vision is that the library will be the place where community happens—the center of the Montclair community.

Programming Policy

Library staff use a variety of criteria in determining eligibility for programming, including community needs and interests, availability of space, presenter qualifications, budget, and connection to other community events, among others.

Programs are free and open to the general public. Registration for some programs may be required when space is limited. The library is committed to ensuring access to all and reasonable accommodations will be made to ensure people with disabilities may attend or participate.

The library does not knowingly discriminate through its programming. Library sponsorship of a program does not constitute an endorsement of the content of the program or views expressed at the program.

Any sales of products at library programs must be approved by the library. Programs are not used for commercial, religious, or partisan purposes or the solicitation of business. External organizations or individuals partnering with the library on programs must coordinate marketing efforts with the library.

The library welcomes expressions of opinion from the community concerning programming. If a patron questions a library program, he/she should first address the concern with a library staff member. Requests for review of programs will be considered in the same manner as requests for reconsideration of library materials.

Applying to Present a Youth Services Program

All individuals and organizations requesting consideration must complete the Program Proposal form. The form must be received at least two months prior to the suggested program date. Submission of a Program Proposal form does not guarantee acceptance of a program. Forms are reviewed in the order that they are received.

Program Proposal



General Information

Today's Date

Contact Person

Phone

Email

Program Information

Program Title

Author/Performer(s)

Publisher (if applicable)

Program Description

Brief Author/Performer Bio

Anticipated Program Length

Fee Requested

Preferred Day or Date

Preferred Time

Have you presented/performed elsewhere in Montclair?

Yes

No

Who is your target audience?

Two References

(names and contact information)

Please email completed form to youthservices@montclair.bccls.org.