

Millburn Library Program Policy

Updated April 2024

The Millburn Library develops and presents programming that supports its mission of being a community gathering place for knowledge, culture, and social connection.

The Program Policy assures that programming at the Millburn Free Public Library reflects community needs and interests, as determined through ongoing methods of outreach, community engagement, feedback, and needs assessment.

Programs are chosen based on how they support the Library's mission, the potential interest and benefit to Library customers, the expertise and presentation skills of the speaker, budgetary considerations, and how well the program advances short- and long-term goals and initiatives.

All Library programs are generally free and open to the public. Some programs may be limited by residency, age, or number of attendees at the discretion of the Library.

Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by presenters or participants. The library does not offer programs that are purely commercial, political, or religious in nature.

Programming Librarians evaluate each proposal based on the following:

- Advancement of library's mission, vision, and values
- Relevance to community needs and interests
- Servicing of area's demographics
- Educational, cultural, and/or entertainment significance
- Alignment with Strategic Plan
- Presentation quality and presenter qualifications in content area
- Cost and budget considerations
- Proximate availability

Proposals are accepted via the Library's online [Program Proposal Form](#). Proposals are not accepted by phone. Due to the high number of proposals received, we can only respond to those where we see a programming opportunity.

The Library reserves the right to not schedule a program and/or cancel a scheduled program.

The Library welcomes feedback about its programs. Individuals who have questions, concerns, or suggestions about programs should use our [Contact Us](#) form.

For information regarding paid meeting room rentals, please see our policy [here](#).