



Library Co-Sponsored Programs for Adults Policy

It is the mission of Crandall Public Library to create programs and services to educate, enrich, and encourage our thriving community. Our vision is to cultivate a forward-thinking community that pursues knowledge, embraces inclusion, inspires creativity, and values civic responsibility.

Definition: A co-sponsored program is a program initiated by a community member or organization in coordination with Library staff to provide programming to the public.

Co-sponsored programs are intended to promote and enhance the collections, services, mission, and vision of Crandall Public Library. Submissions must demonstrate how they complement the Library’s mission and vision.

Requests for co-sponsored programs are reviewed by Library staff and will be selected on a variety of criteria including, but not limited by:

- Relevance to the Library’s Vision and Mission
- Anticipated quality of the program
- Relationship to existing Library programs
- Scheduling
- Available resources including personnel

Co-sponsored programs must be free and open to the public, and must be held within regular Library operating hours. Co-sponsored programs may not be used for commercial, religious, or partisan purposes, or for the direct solicitation of business. The Library must approve the sale of any items beforehand. Library co-sponsorship does not constitute an endorsement of the content or views expressed.

Co-sponsored programs are planned 3-6 months in advance. Forms must be submitted during the appropriate submission period and incomplete proposals will not be accepted. Submission does not guarantee acceptance and prior approval of a co-sponsored program does not guarantee approval for future events.

Proposal Submission	Program Taking Place During
Aug 1 - Sep 1	Jan-Feb-Mar
Nov 1 – Dec 1	Apr-May-Jun
Feb 1 – Mar 1	Jul-Aug-Sep
May 1 – Jun 1	Oct-Nov-Dec

Co-sponsored program requests are reviewed by the Library's Programming Committee. Organizations will be notified via email of acceptance or rejection within 30 days of the end of submission time (For example: an organization submitting during Aug-Sep submission period will be notified by Sep. 30.) Co-sponsored programs may be held outside of normal library hours at the discretion of Library administration.

Meeting rooms are also available for programs not co-sponsored by the Library. Please see our Meeting Room policy.

If the program is accepted:

- Crandall Public Library will:
 - Assign a staff liaison as your contact
 - Have a staff designee available during your program
 - Provide space and set-up
 - Collaborate on and disseminate publicity
 - Evaluate and maintain program statistics

- The organization or individual will:
 - Provide a contact person who is authorized to make decisions and who will attend the program
 - Coordinate and communicate with Library liaison in the planning and promotion of the program

Adopted by the Crandall Public Library Board of Trustees June 26, 2019; revised September 25, 2025

Your Story. Our Mission.

Crandall Public Library creates programs and services to educate, enrich and encourage our thriving community.
251 Glen Street, Glens Falls, NY 12801 • crandalllibrary.org • 518.792.6508 • Fax: 518.792.5251

Co-Sponsored Program Request Form: Programs for Adults & Children

Contact Information

Contact Name

Street Address

City

State

Zip Code

Phone Number

Email

Organization Name (If applicable)

Program Information

Program Title

Program Format (ex: workshop, lecture, PowerPoint, film, etc.)

Program Description

Describe how this program fits into Crandall's mission and vision

Presenter's Name

Presenter's Qualifications

Does this program tie into a holiday, anniversary, local event, etc.?

- Yes
 No

If so, what?

Do you have public performance or screening rights?

- Yes
- No
- Not Applicable

Organizations are responsible for obtaining performance/screening rights that are not covered by the Library's blanket policy

Will you be selling items?

- Yes
- No

If yes, what

Have you presented this program before?

- Yes
- No

If so, where?

Proposed Date

mm/dd/yyyy

Proposed Time

Expected audience size?

Is this program part of a series?

- Yes
- No

If so, how frequently do you wish to schedule?

Supplies or A/V equipment needed

Room set-up requirements

Are you requesting a stipend or fee?

- Yes
- No

If yes, describe

Additional publicity that you can provide

- Member newsletter
- Website
- Social media
- None

Other

Any additional information?