



## Pequannock Township Public Library

477 Newark Pompton Tpke., Pompton Plains, NJ 07444  
973-835-7460 | pequannocklibrary.org

### Program Guidelines

The Library offers a variety of programs to the community, which may be facilitated by library staff and volunteers and developed in cooperation with local organizations, businesses, and individuals. These collaborations enrich our programming and foster community engagement. The participation of businesses or organizations as presenters or cosponsors will be acknowledged in program promotions, but this does not imply an endorsement by the Library.

### Program Registration

Due to limited space, some programs will require pre-registration. Unless otherwise noted, registration will open at a set date for all seasonal programs. Patrons are encouraged to register early to ensure participation.

### Photography & Media

The Library reserves the right to take photos and videos during programs for use on the library's website and social media platforms. If a patron prefers not to be photographed or recorded, they may notify the Library Director or program facilitator before the event begins. In such cases, we will make every effort to ensure the patron's privacy is respected. Names will not be used unless requested by the Library.

Media photographers are welcome, provided that their activities do not disrupt Library operations or capture identifiable likeness of individuals without their express permission.

### No-Show, Late Cancellation, Late to Programs

Please note: Due to participant space and fair access to our programs, the Library has instituted a no-call/no-show and late cancellation policy. Registrants who fail to attend a program without prior notification ("no call/no-show") will receive a strike. Similarly, repeated last-minute cancellations (within three days of the program) will result in a strike after three occurrences within a two-month period.

As a note programs will begin **at their scheduled time**, so please arrive on time! We always encourage our patrons to arrive 10 minutes early. For late arrivals **it will be up to the program facilitator's discretion if late arrivals will be able to attend an already in-process program.**

After two-strikes, individuals will be notified and automatically wait listed for **1 month.** This policy helps maximize program participation and allows more patrons to benefit from our offerings. Thank you for your understanding and cooperation!