

PROGRAMS

Do you have an exciting program idea?

We would love to hear from you!

East Gwillimbury Public Library offers programs which support literacy, culture, and lifelong learning.

We welcome **proposals for new library programs** from individuals who wish to share their expertise with the community.

To help us make an informed decision as to your program's fit with the Library's mission, we ask that you submit a program proposal.

Program Structure

All programs take place during regular library hours. Program proposals are accepted at any time. In order to meet publication deadlines, programs are planned approximately 3 months in advance.

Program Registration

The Library performs all program registration including collection of program fees.

Program Fees and Instructor Payment

Program fees are determined by the Library and are based on cost of operating the program including instructor fees, promotion costs, facility and equipment use, and administrative costs.

The Library strives to offer high quality programs that are affordable to the community. Payment takes place after the completion of each program.

Programs that do not meet the minimum participation level will be cancelled. Instructors are not paid for programs that do not run. Library staff will work with you to determine appropriate enrollment and timelines.

Accessible Programs Statement

The library is committed to meeting the needs of patrons with disabilities and will arrange for, upon request, modification to programs, in compliance with the *Integrated Accessibility Standards Regulation, Ontario Regulation 191/11* and the *Accessibility for Ontarians with Disabilities Act, 2005 (AODA)*.

**Please see reverse for
Program Proposal Guidelines**



East Gwillimbury Public Library

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Program Proposal Guidelines

Your proposal should include:

- **Your name, phone number, email address, and mailing address**
- **Your proposed program title**
- **Your target audience**
For example, preschool children, school-age children, teens, adults, seniors. Please be as specific as possible.
- **Program description**
Please be thorough.
- **Program goals and benefits to the target audience**
- **Program length and timeframe**
For example, 1 hour per week for 8 weeks.
- **Minimum and maximum attendance requirements**
- **Equipment and supplies requirements**
Unless agreed upon by the Library, all supplies are the responsibility of the instructor.
- **Your qualifications**
Please describe your experience and education (if applicable) which qualifies you to teach this program.
- **Your cost for running the program**
- **Program accessibility for those with disabilities**

Please submit your proposal by email, mail, or in person using the contact information below. Please note that only those selected for further consideration will be contacted.

Angela Ramsey
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