



MARKHAM PUBLIC LIBRARIES

PROGRAMS

Markham Public Libraries
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Administrator

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Do you have exciting program ideas and a passion for learning and teaching?

We'd love to hear from you!

Markham Public Libraries (MPL) offers quality programs for all ages which support the interests, skills and passions of the community. Our programs are designed to foster new skills and promote lifelong learning.



In order to provide these programs we seek experienced individuals to share their knowledge and skills with the community. **Program instructors** develop curriculum for their programs, interact with students and lead activities. Potential instructors are invited to submit resumes to MPL's Marketing and Programming Administrator.

MPL welcomes **proposals for new library programs**. All programs proposed are considered for their ability to support the educational, recreational or civic needs of the community. To help us make an informed decision as to your program's fit with MPL's vision and mission we ask that you submit a program proposal.



Further information on requirements for program proposals can be found on MPL's website: www.markhampubliclibraries.ca/whatson.htm or by contacting the Marketing & Programming Administrator

We're excited about the possibility of working together to reach our common goals and to serve our community. The following information will assist you in completing your program proposal.

Program Structure

Markham Public Libraries offers programs on a quarterly schedule: Winter, Spring Summer and Fall. The duration of the Fall, Winter and Spring program cycles is approximately 8 to 10 weeks. Summer programs are offered in a number of formats. All programs take place during regular library hours. Specific start and end times are negotiable.

Program proposals are accepted at any time. In order to meet publication deadlines programs are planned approximately 6 months in advance. For program proposal requirements visit www.markhampubliclibraries.ca/whatson.htm

Program Promotion

Programs may be promoted by the Library through MPL's website, What'sOn (MPL's quarterly program guide), Town of Markham Recreation Guide, flyers created by MPL staff for in-library promotion and possible distribution to schools, community facilities or organizations and other means as deemed suitable by MPL.

Markham Public Libraries reserves the right to alter program titles and descriptions for marketing and formatting purposes.

Program Registration

Markham Public Libraries performs all program registration including collection of program fees. A list of program participants will be provided by Library staff.

Program Curriculum

All programs include clear program goals, lesson plans and activities. Instructors are responsible for providing details of program curriculum to Library staff. This assists staff in answering questions about library programs and promoting programs to library customers.

Program Fees and Instructor Payment

Program fees are determined by MPL and are based on cost of operating the program including instructor fees, promotion costs, facility and equipment use, and Library administrative costs. In a competitive market, MPL endeavours to offer high quality programs that are reasonably priced and affordable to the community. Generally instructors are hired under contract and are paid an hourly rate. The Library pays for instructional time only (not planning time). Please structure your expectations for compensation accordingly. Payment takes place after the completion of each program.

Other points to consider

- Programs often take time to gain popularity. Titles, fees, and program descriptions may be adjusted to help increase enrollment.
- Programs that do not meet the minimum participation level as set by the Library 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.
- Unless otherwise negotiated supplies are the responsibility of the instructor. Staff will not provide photocopies for programs.

Contact Diane Macklin, Marketing and Programming Administrator for further information



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Thank you for your interest in presenting a program at Markham Public Libraries (MPL).

MPL is committed to providing quality programs that inform and inspire on a variety of topics. All programs proposed are considered for their ability to support the educational, recreational or civic needs of the community. To help us make an informed decision as to your program's fit with MPL's vision and mission we ask that you submit a program proposal to MPL's Program Administrator. Program proposals are accepted at any time but please keep in mind that, in order to meet publication deadlines, our programs are planned approximately six months in advance.

Your proposal should include:

Your Name and contact info

Proposed Program Title

Target Audience	Include prerequisite skills or abilities (ie. Seniors with little or no Internet experience)
Course goal & objective	What are the learning outcomes? (At the end of the course participants will be able to)
Course content	Provide sufficient information for us to make a decision on the program.
Qualifications	Describe experience and educational background which qualifies you to teach this program.
Compensation	Indicate your expectations for financial compensation.
Class Details	Projected class length and timeframe (ie. 1 hour per week for 8 weeks), locations, minimum and maximum class size, preferred days and times.
Materials & Equipment Needs	Describe any of your equipment or facility needs. Describe any materials or supplies required by participants and their estimated cost.

If you have any questions regarding this procedure please contact:

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