

PRESENTER GUIDELINES

THE COMMUNITY
LIBRARY



Be Mind Full

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About The Community Library

Our History

- Founded in 1955 by seventeen visionary Ketchum and Sun Valley women
- Privately funded, privately governed, non-profit cultural organization
- Not dependent on any local, state, or federal tax funding
- Fully funded by grants, donations, and income from the Gold Mine Thrift and Gold Mine Consign Stores
- The majority of our offerings are free and open to the public
- Departments and services include Collections, Digital Services, Children's and Young Adult, Programming and Education, Technology and Computer, Reference, and Regional History

Our Manifesto

This is a place of many things. But before all else, it is **a place where we connect—through stories and to one another.**

A place for lifelong wonder, quiet escape, and spirited collaboration.

Forget “for the people.” Our organization was founded and thrives today because it is “of the people.” Of a trailblazing past and present, of daring innovation and “can do” creativity, of diversity, inclusion, and understanding, of ideas, literacy and knowledge, in each of their ever-changing forms.

Our mission is to bring information, ideas, and individuals together to enhance the cultural life of our community.

Bring means bring. Not sit back. Or wait. It is within all of us to inspire, motivate, facilitate, and challenge one another to new thinking. Passionately. Because history and culture and ideas are not only held here. They are born here.

Programs and Education Mission

Open. Inclusive. Enriching.

The Community Library provides a diverse array of programs, classes, conferences, workshops, study groups, and writer-in-residence programs each year for residents and visitors to the Wood River Valley. Program topics range from literature and history to science and visual arts, as well as local, regional, and global issues.

Through these programs we seek to:

- Provide **free opportunities for education and enrichment**
- Connect people through stories
- **Encourage dialogue** and collaboration
- Promote exploration and respect of different perspectives
- Create an **atmosphere of inclusion**

Programs and Education Mission

The Community Library follows the ALA Code of Ethics:

The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

- We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
- We uphold the principles of **intellectual freedom** and resist all efforts to censor library resources.
- **We do not advance private interests** at the expense of library users, colleagues, or our employing institutions.
- In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the **freedom of access to information**. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

John A. and Carole O. Moran Lecture Hall

Features of the Lecture Hall (1 of 2):

- **Screen:** Rear projection system powered by a commercial-grade Panasonic PT-DZ870 projector. 1920 x 1200 pixels at 8,500 lumens. The screen is translucent acrylic measuring 10.5 x 6.5 ft.
- **Sound:** 7.1 sound system powered by a Lab.Gruppen Lake D Series amplifier stack.
- **Microphones:** In addition to the podium, 4 wireless lavalier and wireless handheld mics. The room is also equipped with ceiling mics to capture the audience when needed.
- **Acoustics:** Ceiling and rear wall outfitted with acoustic panels.
- **Recording:** 3-camera Vaddio HD video production system and Vimeo/YouTube streaming and local HD recording capability.
- **Playback:** Blue-Ray DVD players, HDMI direct input, and wireless AirMedia connections. We use a Crestron/Avia multi-channel digital video processor and sound mixer.

John A. and Carole O. Moran Lecture Hall

Features of the Lecture Hall (1 of 2):

- **Lighting:** Multiple lighting zones including 4 sets of track lighting for stage illumination.
- **Podium:** Features a PC laptop for speaker use, a built-in microphone, and shelves for speaker materials or water. Can easily be removed from the stage as needed.
- **Stage:** Raised stage for panels, conversations and performances.
- **Capacity:** The room has a maximum seating capacity of 200 and is configurable.
- **Hearing Aids:** Loop-enabled hearing aid connection system and FM transmitters for individual handheld receivers with headphones.
- **ADA Compliance:** A minimum of 36 inches of space between aisles, as well as an Ascension Protégé Portable Wheelchair Lift for accessibility to the stage.

John A. and Carole O. Moran Lecture Hall



Speaker Guidelines

“Do’s and Don’ts”

DO:

- **Focus on educating our community** about your topic
- Use a microphone so everyone can hear you
- Rephrase an audience question if not everyone could hear it
- Communicate any unique needs or plans to the Program Director ahead of time
- Arrive **at least 30 minutes** prior to your program start time

PLEASE DON'T:

- Present divisive material meant to incite
- **Fundraise for any organization or business**
- Sell merchandise without prior consent from the Library
- Pass out petitions or other materials without prior consent from the Library
- Bring food or drink to share without prior consent from the Library
- Block or obscure the exits

Speaker Guidelines

PowerPoint Tips

The screen in our Lecture Hall is backlit, and depending on the time of year there may be sunlight coming in through our emergency exit doors. These factors can make PowerPoints difficult to see, even with the lights dimmed or off.

Please prepare your PowerPoint using these tips for the most effective presentation:

- Keep it simple – no more than 6 bullets with 6 words each (unlike this PPT!)
- Use font size of at least **24**
- Use a **light** background
- Use **darker font colors** and clear font types such as Arial, TisaPro, Cambria, or Times New Roman
- Use high-resolution images and photos that aren't too old or dark
- A “Widescreen Slide Size” in PowerPoint (16:9) is preferred if possible
- **Arrive early to test** out your PPT file if it features embedded video or sound

Contact Information

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We look forward to your presentation!