



April 2016

## Programming Policy

The Library supports its mission of providing access to a variety of resources that contribute to life-long learning by developing and presenting a broad range of programs which enrich, enlighten, and entertain our diverse community. Programming is an integral component of library services, for people of all ages and all Library programs are open to the public. Programs will be offered free of charge, except for those that serve as library fundraisers. The Library's philosophy of open access to information and ideas extends to Library programming, and the Library does not knowingly discriminate through its programming.

The following criteria will be considered when selecting program topics, speakers, and accompanying resources, although a program need not meet all criteria to be acceptable:

- Expands the Library's role as a community resource
- Introduces patrons and non-users to Library resources
- Provides entertainment
- Provides opportunities for lifelong learning
- Expands the visibility of the Library
- Relates to library collections, resources, exhibits and programs
- Relates to community needs and interests
- Presents quality information by a presenter with qualifications and background
- Provides programs based on the library's budget
- Provides historical or educational significance
- Connects to other community programs, exhibitions or events
- Availability of program space

Ultimate responsibility for programming at the Library rests with the Library Director, who administers under the authority of the Board of Trustees. The Library Director, in turn, delegates the authority for program management to the Children's Librarian, Head of Teen Services and the Adult Services Librarian, who oversee this responsibility.

In addition, the Library draws upon other community resources in developing programs and actively partners with community agencies, local businesses, organizations, educational and cultural institutions, or individuals to develop and present co-sponsored public programs. When the library initiates a partnership with an organization, the library will provide the space and publicity for the event.

Professional performers and presenters that reflect specialized or unique expertise may be hired for Library programs; performers and presenters will not be excluded from consideration because of their origin, background, or views, or because of possible controversy. Animals that are part of Library sponsored programs must be accompanied at all times by their handler and/or trainer.

Library staff who present programs do so as part of their regular job and are not hired as outside contractors for programming.

Programs will be available on a first-come, first serve basis. The Library reserves the right to deny attendance to anyone becoming disruptive to audience members, the program facilitator, library staff, and anyone in violation of the Library's Unacceptable Conduct Policy.

Program participants should expect that photographs/video will be taken at events and used on the Library's social media sites and/or website. Participants may request that their image not be used by the library by speaking with library staff in charge of the program.

Programs may be held on site or off site. Performers interested in selling merchandise at a program must get approval by the Children's Librarian, Head of Teen Services or the Adult Services Librarian prior to the performance. Programs are not used for commercial, religious, or partisan purposes or the solicitation of business.

Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by participants, and program topics. Speakers and resources are not excluded from programs because of possible controversy.