

Programming Policy

I. Purpose of Policy:

In keeping with the library's mission statement of *Welcoming Everyone to Explore, Grow and Connect*, the library offers programming for our community on a wide variety of topics. This policy is intended to guide programming decisions and ensure a broad offering of services.

II. Responsibility

Ultimate responsibility for programming at the Library rests with the Library Director, who in turn, delegates the authority for program management to the Youth Services Librarian and Adult Services Librarian, who oversee this responsibility.

III. Criteria

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.

- a. Expands the role of the library as a community resource
- b. Presents quality information by a presenter with demonstrated qualifications, expertise, and reputation
- c. Relates to community interest and needs
- d. Timeliness and relevance to current issues
- e. Provides historical or educational significance
- f. Relates to, or introduces, library collections, services and resources
- g. Provides an opportunity for community members to connect with each other
- h. Availability of funding, staff resources and building spaces

IV. Partnerships

The Library draws upon community resources in developing programs and partners with other community organizations and individuals to develop and present co-sponsored public programs. When partnering with other entities, the above criteria will be considered.

V. Programming Requests

Requests from individuals to present programs are considered and weighed against the public's demonstrated interest in the topic, presenter qualifications, library budget, and other allocated resources.

VI. Free Programming

All library programs will be open to the public and offered free of charge.

- a. Recognizing that program attendees may wish to purchase items like books written by speakers or recordings made by performers, the library may permit the sale of such items in conjunction with a library-sponsored program. Plans to sell such items must be pre-approved with the library staff responsible for the program. Program presenters are responsible for the handling of all sales.
- b. Programs of a purely commercial nature, or those designed for the solicitation of business, will not be offered by the library.



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VII. Program Attendance

In some cases, the nature and success of a program may require a limited attendance based on age and the library reserves the right to set age limits for programs. Programming staff will consider the suitability of the program's materials, the relevance and suitability of topic, and programming methods for the intended audience. Programs designed for specific audiences will be publicized as such. The responsibility for child attendance at Library programs rests with the parents or guardians.

VIII. Disclaimers

- A. Library selection of a program does not constitute an endorsement of the content of the program or the views expressed by presenters.
- B. Programs that support or oppose any political candidate or ballot measure will not be approved or offered by the library. However, educational programs, such as candidate forums that include invitations to all recognized candidates may be offered.
- C. Programs will not be offered or approved that support or oppose a specific religion. Programs are planned to be inclusive of all cultures and of all religions and no religion. Library programs may address religious themes to educate or inform, but not to promote, observe or proselytize a particular religious conviction. Holiday programs may be offered for the entertainment of library customers.
- D. Decisions to provide programs will not be made on the basis of any anticipated approval or disapproval, but solely on the merits of the program in serving the interests of the community.
 - i. Presenters will not be excluded because of background, gender, religion, race, sexuality, views or because of possible controversy.
 - ii. Programs will not be cancelled because of the topics of the program or views of the presenter.
- E. Every attempt will be made to accommodate all who wish to attend a program. However, when safety, cost, or the success of a program requires it, attendance may be limited. When limits must be established, attendance will be determined on a first come, first served basis, either with advanced registration or at the door.
- F. Reasonable accommodations will be made to ensure that programs are accessible to all who wish to attend and participate.
- G. The Library reserves the right to use video or photographs taken of program participants for internal use, publication, and use in library promotional outlets, and for evaluation purposes.

Approved by the Library Board April 22, 2021