

## **[LIBRARY LETTERHEAD]**

### **PROGRAMMING POLICY**

#### **Purpose**

The mission of the [LIBRARY NAME] is to [STATE LIBRARY'S MISSION]. The [LIBRARY NAME] supports this mission by developing and presenting programs and classes that avail additional opportunities for information, life-long learning, recreation, and entertainment and has therefore adopted this Programming Policy.

Programming is an integral component of library service that:

- Extends the library's role as a community institution
- Introduces the community to library resources
- Expands the visibility of the library

The Director oversees library programming under the authority of the Board of Trustees. At the discretion of the Director, programming administration may be assigned to qualified staff.

#### **Program Criteria**

The Director and library staff use the following criteria in making decisions about program topics, speakers, and accompanying resources:

- Community needs and interests, and relevance to the community
- Availability of program space
- Treatment of content for intended audience
- Presentation quality and presenter background/qualifications in content area
- Budget
- Historical or educational significance
- Connection to other community programs, exhibitions, and/or events
- Relation to library collections, resources, exhibits, and/or other programs

All [LIBRARY NAME] programs are open to the public.

#### **Guidelines**

- When selecting programming, the [LIBRARY NAME] will work to accommodate and include all community members.
- Registration may be required for planning purposes and/or when space is limited.
- Any sales of products at library programs must be approved by the Director and benefit the library.
- Programs are not used for commercial, religious, or partisan purposes or the solicitation of business.
- The library reserves the right to cancel a program. Rescheduling is at the discretion of the library.

### **Outside Presenters**

The [LIBRARY NAME] may partner with other agencies, organizations, educational and cultural institutions, and/or individuals to develop and present co-sponsored public programs.

- Professional performers and presenters that reflect specialized or unique expertise may be hired and compensated for their time and talent.
- Library staff who present or facilitate programs do so as part of their regular job and are not hired as outside contractors for programming.
- External organizations or individuals partnering with the library on programs must coordinate marketing efforts with the Director.
- Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by facilitators, presenters, and/or participants.
- Performers and presenters will not be excluded from consideration because of their origin, background, or views, or because of possible controversy.

### **Access Statement**

The [LIBRARY NAME]'s philosophy of open access to information and ideas extends to library programming. According to the American Library Association's interpretation of the Library Bill of Rights:

*"[The] right to use a library encompasses all the resources the library offers, including the right to attend library initiated programs. Libraries do not deny or abridge access to library resources, including library initiated programs, based on an individual's economic background or ability to pay."*

Imposing monetary fees on program participation or attendance presents a barrier to access and does not support the [LIBRARY NAME]'s mission.

### **Ongoing Use Evaluation**

The Programming Policy will be periodically evaluated in relation to the mission of the [LIBRARY NAME] by the Director and Board of Trustees. The Director and Board of Trustees may update or modify this policy as needed.

Questions or concerns regarding [LIBRARY NAME] programming or this policy should be forwarded to the Director.

ADOPTED by the [LIBRARY NAME] Board of Trustees \_\_/\_\_/2020