

Morrison-Talbott Library Library Program Policy

Purpose:

Morrison-Talbott Library provides quality programs for all ages in keeping with the Library's mission, vision and goals. A policy is needed to set guidelines for the types of programs that are presented at the Library and community events.

Statement of Policy:

Morrison-Talbott Library programs are events that promote the use of library materials, technology and services, and must offer the community informational, educational, entertainment or cultural experiences. Programs are planned for the interest and enlightenment of the citizens of our community.

The Library's philosophy of free and open access to information extends to library programming. The Library strives to offer a variety of programs that reflect and strengthen the interests of our growing and diverse population. The Library does not discriminate on the basis of race, color, religion, sex, national origin, age, or any other characteristics protected by local, state, and federal law. The Library adheres to the principles endorsed in the Library Bill of Rights; therefore, program topics, speakers and resources are not excluded from programs because of possible controversy.

Library programs are defined as programs initiated, planned, conducted or co-sponsored by Library staff taking place in the Library or off-site.

In developing and delivering programs, the Library relies upon and utilizes staff expertise and Library collections, equipment and facilities. The following criteria are used in making decisions about program topics, speakers and accompanying resources:

- Relevance and appropriateness of program to library's mission and goals
- Expressed community needs and interests
- Budget and overall cost of program
- Equitable access
- Staff availability and expertise of Library staff
- Anticipated audience size, and space required for program and parking
- Historical or educational significance
- Connection to other community programs, exhibitions or events
- Presenter background and qualifications in content area
- Presenter references as a program presenter
- Public performance licenses and copyright issues

Using these resources and guidelines, the Library creates programs for an intended age group or audience based on educational suitability and audience interest. Parents and guardians may

restrict their own children's access to Library programs, but no person or organization can interfere in others' access and/or participation.

Library staff who present programs do so as part of their library job and are not hired as outside contractors for programming. Program development may be influenced by a wide range of sources including but not limited to professional journals, conference materials, or colleague suggestions.

Library programs shall generally be voluntary, free, and open to the public. However, at the discretion of the Library Director, a fee may be permissible for certain types of Library-initiated programs to cover the cost of materials.

Library programs must be non-commercial in nature and are not to be used for commercial, religious or partisan purposes, or for the solicitation of business. Although a professional expert may present a program, the information shall be of an educational nature. No individual or organization shall use a program at the Library to advertise, recruit members or directly solicit. At programs sponsored by the Library, such as author talks or musical performances, pertinent items such as books or musical recordings may be sold by the presenter with prior approval from the Library Director. Presenters are encouraged to donate a copy of their work to the Library for possible inclusion in the Library collection.

The Library may choose to co-sponsor a Library program with other community agencies, organizations, education and cultural institutions. Library co-sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by participants. The Library and its employees will not be liable for the content of any program presented by a third party.

The Library does not actively seek program proposals from individuals or organizations. Unsolicited offers to present programs will be evaluated by the same standards used by Library staff when developing Library programs (see criteria above). A written Presenter Program Proposal form must be submitted at least three (3) months in advance of the requested presentation date. The Library does not guarantee a program proposal will be accepted.

If a third-party program is approved, program must be delivered as outlined in the program proposal. Any changes to the program must be pre-approved by the Library Director. Failure to do so will result in limitation and/or prohibition of future programs by said presenter.

Timely and adequate public announcement shall be made of Library-initiated programs. Organizations or individuals partnering with the Library must coordinate marketing efforts with the Library. Press releases, public notifications, and marketing must be approved by the Library Director.

Registration for programs may be required for planning purposes and/or when space is limited. When preregistration is required, it must be handled by the Library unless other arrangements are made in advance. In some cases, the nature and success of a program may limit attendance.

For most programs, evaluation forms are to be distributed to the participants to offer an opportunity for participant feedback and to receive ideas for new programs from customers. Recurring programs such as story times, book discussions and regularly-scheduled programs with repeat attendees should receive a program evaluation at least once per quarter.

Ultimate responsibility for programming at the Library rests with the Library Director, under the authority of the Library Board of Trustees. Following program proposal and approval, the Library Director delegates the authority for program management to the Adult and Youth Services Coordinators. It is the responsibility of these program coordinators to keep the Library Director informed of the status of all programs.

The Library welcomes expressions of opinion from any library customer concerning programming. If a customer has questions regarding a library program, they should first address the concern with a Library staff member. Customers who wish to continue their request for review of Library programs must submit a written Request for Reconsideration form. Requests for review of programs will be considered in the same manner as requests for reconsideration of library materials as outlined in the Library's Collection Development Policy.