

## **Easttown Library**

### **Policy Area: Daily Operations**

### **Policy Name: Programming Policy**

**Adopted: 4/26/2023**

### **Programming Policy**

Easttown Library offers a variety of programs and hosts events, for all ages, in support of its mission and goals as outlined in the strategic plan. Events and activities include, but are not limited to, lectures, performances, story times, book groups, crafting, technology classes, summer reading programs, civic events, etc. They are referred to collectively as programs.

Easttown Library strives to design a framework for programs that:

- Expand the library's role as a community resource
- Introduce patrons and non-users to Library resources
- Provide entertainment and enrichment
- Provide opportunities for lifelong learning
- Expand the visibility of the library

Programs may be planned and conducted solely by the library or co-sponsored with other agencies, organizations, and businesses provided the programs are compatible with the library's mission and goals. Co-sponsored programs must include involvement by library staff in the planning of program content. Professional performers and presenters who offer specialized or unique expertise may be hired for library programs. Library sponsorship of a program does not constitute an endorsement of the content of the program, the presenter, or the viewpoints expressed by the participants.

Solicited and unsolicited programming proposals from individuals or groups will be reviewed by library staff and considered on a case-by-case basis. The library will request some or all of the following information from an individual or group requesting a co-sponsored program:

1. Name (individual or group), mailing address, telephone and email address
2. A written program outline/summary, including title, purpose, and length of the program and the target audience
3. Credentials, resume, and experience of the program presenter
4. Background history of the presenting group
5. References from other locations where the individual or group has presented or held programs
6. A possible interview, audition, or video of a past presentation/performance
7. Information on program costs and fees

Individuals not selected for a library-sponsored or co-sponsored program can rent a meeting room. More information about Easttown Library meeting rooms can be found here:

<https://www.easttownlibrary.org/meeting-rooms>.

This policy addresses programming (1) developed and sponsored by the library, and (2) developed by others and co-sponsored by the library. Library staff may use, but are not limited to, the following criteria in program planning:

- a) Relation to library mission and service goals
- b) Community needs and interest
- c) Presentation quality and treatment of content for intended audience
- d) Presenter background/qualifications/reputation
- e) Support of the five literacies as outlined by the state-wide PA Forward initiative (basic, information, civic & social, health, financial)
- f) Availability of program space
- g) Budget and staffing considerations
- h) Historical or educational significance
- i) Health or safety considerations
- j) Representation of diverse cultural backgrounds, opinions, and viewpoints
- k) Connection to other community programs, exhibits, events, or services

#### Additional Considerations

- a) A library-sponsored program must not promote the services, products, or philosophy of an individual or group. However, if deemed appropriate for an author event, book sales may be allowed by the library.
- b) Presenters may not collect patron's names, contact information, or other personal information during a program. Program registration information will not be shared with presenters, with the exception of attendance statistics. Business cards or other related literature may be made available for attendees to pick up in the meeting room.
- c) Programs may be held on site at the library, or off site.
- d) The library staff has the discretion to cancel programs based on library needs, to be rescheduled or not. Staff will provide as much notice as possible. Programs scheduled on a day when the library is closed due to inclement weather are automatically cancelled. Rescheduling is at the discretion of the library.
- e) Every attempt will be made to accommodate all who wish to attend a program. However, when safety, space limitations, or the success of a program requires it, attendance may be limited and pre-registration required. When limits must be established, if there are interested patrons present in the library when a program starts, they may be given the space of anyone who has registered but not arrived within 10 minutes after the program start time.
- f) Patrons who cannot attend a program for which they are registered are asked to contact the library with as much notice as possible so that we can make their space available to those on the waiting list. If notification is not given three consecutive times, the library reserves the right to block the patron from registering for programs for a minimum of one month.
- g) Programs are scheduled to occur during normal hours of operation. A library staff member must be on the premises during all programs.
- h) In some cases, the nature and success of a program may require that attendance is limited based on age, especially programs intended for children and teens that are geared to their interests and developmental needs.
- i) Persons attending library programs or public meetings may be video recorded or photographed as an audience member. These images may be used for the library's programming or promotion, including websites and other media.
- j) Library staff will work with co-sponsors to develop an advertising plan. All related advertising for programs must be preapproved by Easttown Library.
- k) All programs must be open to the public and offered free of charge.

THIS PROGRAMMING POLICY DOES NOT APPLY TO:

- 1) Events that are developed for special library-related purposes such as donor recognition or fundraising,
- 2) Programs offered by other organizations on library premises where space is reserved under the terms and conditions of the Meeting Room Policy. The library cannot assist in publicizing these programs.

Easttown Library welcomes expressions of opinion from patrons concerning programming. Patrons should address questions about a program with a library staff member. Patrons who wish to continue their request for review of library programs may submit the Statement of Concern Form. Requests for review of programs will be considered in the same manner as requests for reconsideration of library material as outlined in the Collection Development and Management Policy.