

FARMVILLE PUBLIC LIBRARY

PROGRAM POLICY

Adopted by the Library Board of Trustees on January 6, 2014



Mission

The Library supports its mission of connecting people with the world of ideas and information by developing and presenting programs that provide additional opportunities for information, learning, and entertainment. Programming is an integral component of library service that:

- 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

Responsibility

Ultimate responsibility for programming at the Library rests with the Library Director, who administers under the authority of the Town Manager and guidance of the Library Board of Trustees. The Library Director oversees all programming, and in turn, delegates responsibility for age and subject-specific programs to various library staff members to administer. While the Library Director typically administers adult programs, the Children's Librarian typically administers children's and young adult programs.

Program Development

The Library Director and Children's Librarian utilizes Library staff expertise, collections, services and facilities in developing and delivering programming. The following criteria are used in making decisions about program topics, speakers, and accompanying resources:

- Community needs and interests
- Availability of program space
- Treatment of content for intended audience
- Presentation quality
- Presenter background/qualifications in content area
- Budget
- Historical, geographical or educational significance

- Connection to other community programs, exhibitions or events
- Relation to Library collections, resources, exhibits and programs

In addition, the Library draws upon other community resources in developing programs and actively partners with other community departments, agencies, organizations, educational and cultural institutions, or individuals to develop and present co-sponsored public programs. External organizations or individuals partnering with the Library on programs are expected to coordinate marketing efforts and share program expenses with the Library.

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. Library staff who present programs do so as part of their regular job and are not hired as outside contractors for programming. Animals that are part of Library sponsored programs must be accompanied at all times by their handler and/or trainer.

All Library programs are open to the public. A fee may be charged for materials for certain types of Library programs. 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. 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.

Registration

Registration may be required for planning purposes or when space is limited. Even in the event of pre-registration, the Library does not guarantee seating once a program has begun.

Patron Conduct

The Library reserves the right to deny attendance to anyone becoming disruptive to audience members or the program facilitator, and to anyone in violation of the Library's Patron Disruptive Behavior Policy. Adult Supervision is required at all programs involving children, in accordance with the Library's Patron Disruptive Behavior Policy, unless otherwise stated by the program facilitator.

Use of Images and Video

Program participants should expect that photographs/video will be taken at events and used on the Library's social internet sites and/or website. Participants may take the initiative to request in writing that their image not be used by the library.

Programs may be held on site at any Library agency, or off site. Any sales of products at Library programs must be approved by the Library and benefit the Library. Programs are not used for commercial, religious, or partisan purposes or the solicitation of business.

Patron Reconsideration Program Request

The Library welcomes expressions of opinion from patrons concerning programming. If a patron questions a library program, he/she should address the concern with a Library staff member.

Patrons who wish to continue their request for review of Library programs may submit the 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.