PROGRAM POLICY

POLICY STATEMENT: The Library supports its mission of connecting people to reading, learning and ideas 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 previous non-users to Library resources
- Provides entertainment
- Provides opportunities for lifelong learning
- Expands the visibility of the Library within the community

APPLICATION: This Policy governs all Library sponsored or co-sponsored programs.

PROCEDURES FOR IMPLEMENTATION:
The Library utilizes staff expertise, collections, services and facilities in developing and delivering programming. The Library’s staff members use the following criteria in making decisions about program topics, speakers, and accompanying resources:

- Relevance to community interests and issues
- Availability of program space
- Treatment of content for intended audience
- Presentation quality
- Presenter’s background/qualifications in content area
- Budget
- Historical or educational significance
- Connection to other community programs, exhibits and/or events
- Relevance to the Library’s mission and strategic planning goals.
- Relation to Library collections, resources, programs, exhibits and/or events.

In addition, the Library draws upon other community resources in developing programs and actively partners with other community agencies, organizations, educational and cultural institutions, and individuals to develop and present co-sponsored public programs. 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 age, sex, gender, gender identity, race, color, religion, creed, national origin, ethnicity,
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disability, marital status, sexual orientation, alienage or citizenship status, military or veteran’s status, , background, or political or social views, or because a program possibly might raise some controversy within the community.

Library staff who present programs do so as part of their regular job duties and may not be hired as outside contractors to conduct programming or for any other purpose.

All Library programs are free and open to the public. The Library’s philosophy of open access to information and ideas extends to Library programming. The Library does not knowingly discriminate through its programming. All Library programs are meant to be inclusive, without the promotion or use of hateful ideology or speech. 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 they possibly might raise some controversy within the community. The Library will not permit any programs, which encourage or promote hatred, obscenity or unlawful ideas or activities.

Registration may be required for planning purposes or when space is limited. When registration is required, priority may be given to Livingston residents. Librarians may refuse entrance to programs for any persons not preregistered, when a space limitation requirement is in effect.

Programs may be held on site at the Library or at an approved off site location. The Library reserves the right to cancel any program at any time and for any or no stated reason. Programs scheduled on a day when the Library is closed due to inclement weather are automatically cancelled. Rescheduling of such programs shall be at the discretion of the Library.

Programs may not promote or be not used to advance commercial, religious, or partisan purposes, or for the solicitation of business. At events sponsored by the Library, such as author talks and musical performances, pertinent items (i.e. books, musical recordings, etc.) of the author/artist may be sold. The Library must pre-approve any sales of items. External organizations or individuals partnering with the Library on programs must coordinate marketing efforts with the Library Director or his/her designee.
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The Library welcomes expressions of opinion from patrons concerning programming. If a patron wants to question a Library program, he/she should first address the concern with a Library staff member. Patrons who wish to continue their request for review of Library programs may submit a request for reconsideration, in writing, to the Library Director. 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.

ENFORCEMENT/IMPLEMENTATION:
Ultimate responsibility for programming at the Library rests with the Library Director, who administers under the authority of the Board of Trustees. The Director, in turn, may delegate the authority for program management and oversight to Library Department Heads and designated staff.

Approved by the Board of Trustees: