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# Library Program Policy



## **POLICY STATEMENT**

The Library supports its mission of connecting people and ideas by developing and presenting programs that provide additional opportunities to seek information, enhance learning, provide entertainment, and supports lifelong learning and an informed citizenry by providing free, open, and full access to a vast array of ideas and information. Programming is a component of library service that:

- Expands the Library's role as a community resource
- Introduces patrons and non-patrons to Library resources
- Provides entertainment
- Provides opportunities for lifelong learning
- Expands the visibility of the library

## **DEFINITION**

Program: any group activity offered to the public that library staff have coordinated, planned, and/or presented.

## **OVERVIEW OF PROGRAMMING**

Library staff utilizes its own expertise, collections, community resources, services and facilities in developing and delivering quality programming. The Library's staff uses the following criteria 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
- Relevance to community interests and issues
- Historical or educational significance
- Connection to other community programs, exhibitions, or events

Relation to Library collections, resources, exhibits, and programs.

In addition, the Library may draw upon other community resources in developing programs and may partner with other community agencies, organizations, educational and cultural institutions, or individuals to develop and present co-sponsored public programs. Professional performers or 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, views,

or because of possible controversy. Library staff who present programs do so as part of their regular library job and are not hired as outside contractors for programming.

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 the participants, and program topics, and speakers.

Registration may be required for planning purposes or when space is limited. Programs may be held on site at any library or off site. Any sales of products at Library programs must be approved by the Director in advance. Programs are not used for commercial purposes or the solicitation of a business.

External organizations or individuals partnering with Library programming must coordinate marketing efforts with the Library's Community Library Resource Manager. Program participants may expect that the Library is a public venue and that photographs/video may be taken at events and used on the Library's social internet sites and/or website. Participants may request verbally, or in writing, to staff that their image not be used by the library.

#### *No Admission Fees*

All library programs are open and free to the public. However, at the discretion of the Director, the following may be permissible at programs:

- Fundraisers to benefit the Library, sponsored by the Friends of Library groups, Yakima Valley Libraries Foundation, or other organizations.

The sale of books or other related media by authors or other performers as a part of a library program.

#### *Variety of Viewpoints*

The Library welcomes expressions of opinion from patrons concerning programming. If a customer questions 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. 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.

### **RESPONSIBILITY**

Ultimate responsibility for programming at the Library rests with Director, who administers under the authority of the Board of Trustees. The Director may, in turn, delegate the authority for program management to designated library staff.

Adopted: October 28, 2013