

Cedarburg Public Library Policy Manual

Programming Policy

Purpose

Cedarburg Public Library supports its mission of providing information and resources to Cedarburg citizens by developing and presenting programs that provide opportunities for educational, cultural and recreational experiences. Library programs help accomplish these goals:

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

Policy

I. Program management

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

II. Criteria

The library is committed to open access to information and ideas; it does not knowingly discriminate through its programming. Library sponsorship of a program does not constitute an endorsement of the content or the views expressed by speakers or participants. Library-sponsored programs are not used for commercial, religious, or partisan purposes.

Library staff are responsible for developing and delivering library-sponsored programs, utilizing staff expertise, collections, services and facilities. The library may partner with community agencies, organizations and individuals to present co-sponsored programs.

Program activities may include (but are not limited to) story times, summer reading programs, speakers, movie screenings, technology information sessions, and book discussion groups. Staff who present programs do so as part of their employment at the library. Professional performers and presenters may be hired for library programs. Performers and speakers will not be excluded from consideration because of their origin, background, views, or because of possible controversy. Animals that are part of library-sponsored programs will be accompanied at all times by their handler.

Programs may be held on site or off-site. Any sales of products at library-sponsored programs must be approved by the library.

These 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
- Quality of presentation
- Speaker's background and qualifications in the content area
- Budget
- Historical, educational or cultural significance
- Connection to other community programs, exhibitions or events

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III. Access and participation

Library programs are open to the public and are generally free. A fee may be charged for materials for certain types of library programs.

Registration may be required for planning purposes or when space is limited. Sometimes a waiting list will be used as well. Details about individual program registration will be noted on the library's online events calendar. Registrants should notify the library in advance if they must cancel their registration.

The library reserves the right to:

- Limit attendance at events due to space considerations and based on the nature of the program
- Set age limits for library-sponsored programs
- Deny attendance to anyone who is disruptive or who violates the library's Code of Conduct

Parents of children under age 10 are expected to attend any program at which their child is present. Children left unsupervised are subject to the provisions of the library's Unattended Children Policy.

Program participants should expect that photographs and videos will be taken at library-sponsored programs and may be used in the library's marketing materials, including social media and web sites. Participants may request in writing that their image not be used by the library.

The library assumes no responsibility for loss or damage to personal property at any library event.

The library welcomes expressions of opinion from patrons concerning programming. Feedback may be given to library staff in person, over the phone, through email or social media, or by completing the "Make a Recommendation" form on the library's website.

Groups and individuals may reserve the library's Community Room for private events in accordance with the library's Community Room Use Policy. Such private events are not library-sponsored and the library is neither responsible for the content of such programs nor affiliated with the groups presenting them.

This policy replaces any previous policy regarding programming.

November 16, 2000 Adopted by the Joint Library Board

September 21, 2016 Revised and adopted by the Cedarburg Public Library Board