

Programming Policy

KDLA provides this example policy to assist a library in developing and adopting their own policy. The example policy should be modified to meet the needs of your library and community and should be reviewed by the library's attorney prior to adoption.

This policy refers to official library programs sponsored by _____ County Public Library. For use of library facilities by outside groups or individuals, see the Meeting Room and Facilities Use Policy.

Library programs offer the community informational, entertaining, or cultural experiences and promote library materials, facilities, or services. Programs may be conducted at a library location, elsewhere in the community, or virtually.

The library will offer programs to represent and cultivate diverse interests. Programs will be provided for all ages, but individual events may not be suitable for every age. Parents or guardians are responsible for decisions regarding the appropriateness of a program for their child.

Library staff plan programs as part of their regular job duties under the supervision of the library director. Programs will be developed considering the following criteria:

- Community needs and interests
- Connection to library collections, resources, exhibits, and programs
- Relevance of content for the intended age
- Educational or entertainment value
- Relation to community history or heritage
- Partnership opportunities with community organizations and events
- Presenter qualifications
- Available programming space
- Budget constraints

Most library programs will be conducted by staff members, but the library may also engage outside performers or speakers. The library will make reasonable efforts to ensure that differing viewpoints, backgrounds, and experiences are represented in its program offerings and presenters. The library may decline to sponsor programs that have the intent to sell products and services or have the potential to disrupt library operations. Sponsoring a program does not constitute an endorsement by the library of the views expressed by presenters or participants.

All library programs are open to the public. Registration may sometimes be required for planning purposes. The library aims to provide free programs, but a registration fee may apply in rare circumstances. Library patrons will be notified in advance if a registration fee is involved. The library will make reasonable accommodations for those with special needs who wish to attend programs. The library requests notice of the need for accommodation at least 48 hours before the program.

Customers with questions or concerns about library programming should contact the library director. Requests for reconsideration of programs will be addressed following the procedure outlined for library materials in the Collection Development Policy.

[Reviewed 01/20/2023]