

# Library Programming and Events

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## Introduction

A program is a planned interaction between the library staff or outside presenters and the program participants. The purpose of a library program is to:

- Promote the use of library materials, facilities, or services
- Offer the community an informational, entertaining, or cultural experience
- Support lifelong learning
- Present information on issues of current or local interest
- Provide opportunities that allow the library to engage with residents
- Facilitate the sharing of local talent, knowledge, and expertise

## Partnerships and co-sponsored events

The library may draw upon other community resources in developing programs and can actively partner with other community agencies, organizations, educational and cultural institutions, or individuals to develop and present co-sponsored public programs.

Selection of library program topics, speakers, courses, classes, and resource materials will be made by library staff. The following criteria will be used in deciding to present or partner:

- The topic meets the needs of the community
- Presentation quality and presenter qualifications
- Historical or educational significance of topic
- Relation to library collections, resources, exhibits, and programs
- The program supports the library's mission or strategic plan.
- The resources needed to accomplish the program are available.

External organizations or individuals partnering with the library are expected to coordinate marketing efforts and share program expenses with the library.

The Library welcomes individual and corporate support and community partnerships in the form of monetary donations to CCPL Foundation and the Friends of CCPL, as well as donations of serving supplies and refreshments. If refreshments are provided, logo cups/napkins may be used if donated by a business.

Programs may be targeted to a general audience or tailored to an age specific audience. The library does not conduct programming that is commercial, political or religious in nature. A business may present a program, but the information should always be generic in nature. No solicitation of business is permitted. The sale of

products at a library program is not allowed, with the exception of writers, performers, and artists who may obtain approval from the director to sell their own works and items sold by the Friends of the Charles City Public Library or the Charles City Public Library Foundation. All sales of items must be handled by the presenter or by the designated organizational party.

#### Attendance

Attendance at programs shall not be restricted because of race, background, or beliefs. Every attempt will be made to accommodate all who wish to attend a program. However, when safety or the nature of the program requires it, attendance may be limited. When limits must be enforced, attendance will be determined on a first-come, first served basis or by pre-registration. Attendees are expected to adhere to all library policies including the Children's Safety in the Library policy and Patron Code of Conduct policy.

Programs may take place at the library, at other locations in the community, or on-line. Events held outside the library are provided to increase equity of access and promote library services.

All library programs are open to the public. A fee may be charged for materials for certain types of library programs to help cover the cost of the program. Fees must be approved by the Director.

Animals that are part of Library sponsored programs must be accompanied at all times by their handlers and/or trainer.

Programs may be cancelled for a number of reasons, including severe weather, absence of presenter, or low registration. Cancelled programs are not automatically rescheduled.

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 nor the views expressed by participants. Program topics, speakers, and resources are not excluded from programs because of possible controversy.

#### Expressions of Concern

The library welcomes expressions of opinions from patrons concerning programming. If a patron questions a library program, he/she should address the concern with the Library Director. After the discussion with the Library Director, a patron who requests further action should complete a Citizens Request for Reconsideration of Media. After

the request is turned into the Director, the library will follow the procedure outlined in the Collection Development Plan under the Challenges to Materials section.