

East Greenbush Community Library

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Eastgreenbushlibrary.org
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POLICY NAME	Programming Policy			POLICY NO.	
EFFECTIVE DATE	4/20/2010	DATE OF LAST REVISION	4/20/2010	VERSION NO.	1
APPLIES TO Apply group names to define applicable areas of staff.					
Staff	x	Patrons	x	Board	

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
1	Board	4/20/2010	Adoption	Michael Poost

Policy

Programming is an important part of the East Greenbush Community Library's mission and Plan of Service

Programs are defined as any group activity offered to the public that library staff have coordinated, planned, and/or presented, whether offered in or out of the library. Programs include, but are not limited to: book discussions, story times, demonstrations, musical and theatrical performances, lectures, films, instructional classes, tours, and information literacy instruction.

Groups that use the meeting room for their own purposes are not covered by this policy and must adhere to the Meeting Room Policy.

1) Library programs are free and open to the public. With the approval of the Director an optional charge for materials or books that participants will keep may be levied

2) Selection of topics, presenters, and performers for programming is made by professional library staff on the basis of interest and needs of the library users and the community. Professional qualifications and references of presenters and performers will be fully vetted by professional library staff. Final review and approval of topic, content and presenter will be the responsibility of the Director. Unsolicited offers from individuals or organizations to present programs will be subjected to the same standards used by library staff when planning library-originated programming. The number and frequency of library programs vary.

3) When it furthers the library's mission to do so, the library may participate in cooperative programs with other agencies, organizations, institutions, or individuals.

4) Programs sponsored by the library shall be designed to appeal to a broad range of ages, tastes, and interests. Some programs for youth, geared to their specific interests and developmental needs, may be restricted by age level. All programs targeted toward specific audiences will be publicized as such.

5) Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by presenters or participants. The library does not conduct programming that is purely commercial or religious in nature.

6) Every attempt will be made to include all who wish to attend a program. However, when safety or the success of the program requires it, attendance may be limited. When limits must be established, registration will be required and may be restricted by residency. Attendance at non-registered programs will be determined on a first come, first serve basis.

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

Suggestions, questions or concerns about library sponsored programs should be referred to library administration.