



PROGRAMMING POLICY

Adopted December 2015, Updated December 2020

Library-initiated programs support the mission of the Wilberg Memorial Public Library by providing community members with additional opportunities for education and recreation. A “program” is a planned interaction between the Library staff and the program participants for the purpose of promoting library materials, facilities or services, as well as offering the community an informational, entertaining, or cultural experience.

Programming includes storytimes, author visits, book discussions, speeches, community forums, movies, teen activities, and other events the Library plans.

The views and opinions expressed in the programs presented at the Library do not necessarily reflect the official policy or position of the Library. With that in mind, topics, speakers and resource materials are not excluded from Library programs because of possible controversy.

PROGRAMMING LOGISTICS

Events typically take place on the Library premises, but can take place at other suitable locations.

Library programs take advantage of Library staff expertise, collections, services, and facilities to increase access to information and information resources. The Library may participate in cooperative or joint programs with other agencies, organizations, institutions, or individuals as part of its own effort to address information needs and to facilitate information access in the community the Library serves.

Library staff members and agencies, organizations, etc. who wish to work with the Library on an event are to contact the Library Director to discuss the program idea.

Every program will have one or more individuals designated as the event supervisor. The supervisor will be responsible for opening and locking up the meeting space, paying fees or honorariums as needed, and ensuring that the program proceeds in an orderly fashion. The supervisor will keep a count of the number of persons that attend and report this to the Director. Additionally, the supervisor will be responsible for event wrap up including filling out a post-event evaluation form and reporting successes/failures to Library Director and staff.



PROGRAMMING COSTS

Library-initiated events will be offered free of charge, except in instances of identified fund-raising activities or when program costs are unusually high. When there is a fee for materials, this fee will be stated up-front, and will only be charged to cover the reasonable costs of the program to the Library.

Anyone interested in co-sponsoring a program with the Library should submit a request in writing or by email to the Library Director. All materials used by a co-sponsoring body must be approved by the Director before the scheduled program. The Library Director and/or Library Board of Trustees reserve the right to make the final decision on all co-sponsored program applications.

ATTENDANCE & ACCOMMODATIONS

Library programs are open to everyone, though the Library reserves the right to ask participants to leave at any time during the event.

The Library will make efforts to accommodate individuals with special needs and will provide accommodations by request for physical access, communications, or other needs to ensure our services, activities and employment are available to everyone.

COMPLAINTS

Concerns, questions or complaints about Library programs are handled according to the same written policy and procedures that govern reconsiderations of other Library resources.