

Programming Policy

Purpose Statement

The Jefferson Public Library has established a program policy to guide librarians and inform the public about the core principles for developing and implementing programs.

Goals

Library staff make programming decisions in accordance with the Library's Mission through developing, presenting, and hosting programs that provide opportunities for informational, educational, and entertainment experiences.

Library programs should strive to accomplish these goals:

- Provide opportunities for lifelong learning, the exchange of ideas, and entertainment.
- Introduce the public to the Library's facility, materials, and services.
- Expand the Library's role and visibility in the community.

General Principles

The Library Board affirms the American Library Association's *Library Bill of Rights and Library-Initiated Programs as a Resource*.

The Library's philosophy regarding free access to information and ideas, formally stated in the Collection Development Policy, shall similarly apply to library programming. Responsibility for children's attendance at library programs rests with their parent or legal guardian.

The following 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
- Presenter background and qualifications in content area
- Budget
- Historical, educational or cultural significance
- Connection to other community programs, exhibitions, or events
- Relation to library collections, resources, or exhibits

In some cases, the Library may provide programming at locations other than the Library. The Library may partner with other organizations to offer programs on-site, off-site, or virtually.

Library programs are not used for commercial, religious, or partisan purposes, or the solicitation of business.

The Library may hire professional presenters with specialized or unique expertise or talent.

The views and opinions of program presenters do not necessarily represent those of the Library.

Library programs are offered as availability of staff, funds, and other resources allow.

The Library's commitment to 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 of the program or the views expressed by participants and program topics, speakers and resources are not excluded from programs because of possible controversy.

Library-sponsored programs are open to the public and free of charge, except for those that serve as library fundraisers. A fee may be charged for materials or other out-of-pocket costs for certain types of programs.

The Library does not deny access to programs if a patron owes a fine or fee.

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

Registration may be required for planning purposes or when space is limited. A fee may be charged for materials or other out-of-pocket costs for certain types of programs.

At the discretion of the Library Director, the sale of books, DVDs or CDs by an author or performer may be allowed as part of the program.

Adult supervision is required at all programs involving youth, in accordance with the Library's **Patron Responsibilities and Conduct Policy**, unless otherwise stated by the program facilitator. The policy states:

Parents or other legal guardians are responsible for the behavior of their minor children in the library. Children under age 6 must be in the company of a parent/ legal guardian or caregiver when in the library for the safety and comfort of the children. Even when the child is attending a program, the parent/responsible person should remain in the library throughout the program. Library Staff is not expected to assume responsibility for the care of unsupervised children in the library.

Program participants should expect that photographs and/or videos may be taken at library-sponsored programs and may be used in the Library's marketing materials, including, but not limited to, social media and websites, in accordance with the Library's **Photography and Filming Policy**.

While the Library does its best to be transparent about potential allergens or other risk factors in our public space, the library assumes no liability for interactions our patrons may have with these factors. If you have questions about the presence of any known allergens, please contact library staff.

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

The Library reserves the right to:

- Limit attendance at events due to space considerations and based on the nature of the program.
- Set appropriate age limits for programs.
- Deny admittance to anyone whose attendance would adversely impact the safety of the participants or interfere with the intended purpose of the program.
- Deny attendance to anyone becoming disruptive to audience members, the program facilitator, library staff, and anyone in violation of the Library's **Patron Responsibilities and Conduct Policy**.
- Cancel or postpone a program due to unforeseen circumstances.

References:

"Library-Initiated Programs and Displays as a Resource: An Interpretation of the Library Bill of Rights", American Library Association, June 24, 2019.
ala.org/advocacy/intfreedom/librarybill/interpretations/programsdisplays (Accessed March 1, 2023)

Jefferson Public Library Board
321 S. Main Street
Jefferson, WI 53549

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