

## Programming Policy

The Wells Branch Community Library (WBCL) intends to provide quality programs that appeal to a significant segment of its service population. We recognize that programming is an integral component of library service. In keeping with the library mission statement and purposes, these programs will be offered to:

- Expand the Library's role as a community resource
- Introduce patrons and non-users to Library resources
- Provide quality entertainment
- Provide opportunities for lifelong learning
- Expand the visibility of the library and attract new users
- Promote early childhood learning
- Support educational needs of students

Programs may be offered in a variety of formats but shall be carefully crafted to meet identified needs and target populations. All proposed programs will have measurable goals/ outcomes to demonstrate effectiveness and fiduciary responsibility.

Program planning will strive to utilize volunteers to augment staff and increase community involvement (ownership.) The Library utilizes staff and community volunteer expertise, collections, services, and facilities in developing and delivering programming. The Library's staff will utilize the following criteria in making decisions about program topics, speakers, and accompanying resources:

- Community needs and interests
- Availability of program space
- Treatment of content for intended audience
- Presentation quality
- Presenter background/qualifications in content area
- Budget
- Relevance to community interests and issues
- Historical or educational significance
- Connection to other community programs, exhibitions or events
- Relation to Library collections, resources, exhibits and programs

Programs are non-commercial in nature. Information distributed is not company specific but is generic.

Library programs for children and families are a priority and will focus on stimulating development of the intellectual and social abilities of children. Programming will emphasize literature, language, reading, creativity, and encouragement of social skills.

In addition, the Library draws upon other community resources in developing programs and actively partners with other community agencies, organizations, educational and cultural institutions, or individuals to develop and present co-sponsored public programs. Professional performers and presenters that reflect specialized or unique expertise may be hired for Library programs; performers and presenters will not be excluded from consideration because of their origin, background, or views, or because of possible controversy. Library staff who present programs do so as part of their regular job and are not hired as outside contractors for programming.

Ultimate responsibility for programming at the Library rests with the Library Director, who administers programs under the authority of the Board of Trustees. The Library Director, in turn, delegates the authority for program management to the designated staff.

All programs must preserve library assets. As such, the library cannot be used for programs outside regular hours without prior approval from the Library Director. Library equipment used in a program must be properly secured at the end of the program.

Some programs may include snacks or beverages. The library will strive to provide information about allergens and to fulfill reasonable accommodations with advance request; however, we cannot be responsible for accidental ingestion and encourage anyone with a severe allergy to abstain. No food or beverage will be served to a child without an attending parent. The library will not serve or provide alcohol to anyone .

All Library programs are open to the public. 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 of the program or the views expressed by participants, and program topics, speakers and resources are not excluded from programs because of possible controversy.

Registration may be required for planning purposes, or when space is limited. A fee may be charged for certain types of Library programs. Minimum/maximum ages may be set for a program as appropriate or as required by the person conducting the program. Anyone registering and confirming for a program with limited space that does not attend or cancel with 24 hours' notice on more than one occasion may be blocked from registering for future programs. Anyone not following the patron behavior policy can be removed from a program at any time. Multiple or egregious incidences of inappropriate behavior or violation of the patron behavior policy may cause a person to be banned from future programs. The Library retains the right to cancel programs if necessary at the discretion of the Library Director or Board of Trustees