

LIBRARY PROGRAM POLICY

Purpose

Library sponsored programming is an extension of the Southbury Public Library's mission to serve as the information center of the town. Library sponsored programs expand library users' informational, cultural and recreational experiences. The Southbury Public Library provides a wide variety of programming for people of all ages with priority given to book-based programs, informational programs, cultural programs and arts and crafts programs. The Library recognizes the importance of displays and programs as resources for voluntary inquiry and the dissemination of information and ideas and to promote free expression and free access to ideas by residents. Library programs should be provided for the interest, information, and enlightenment of all residents. Library programs should represent a wide range of varied and diverging viewpoints. Library programs provide access to content that is relevant to the research, independent interests and educational needs of the residents. This policy provides guidelines for the development, management, and oversight of programs presented by the Library.

Definition of a Program

A Library program is a free event, virtual or in-person, planned by the Library staff for the benefit of those members of the public who opt to attend. It may involve outside presenters, facilitators or performers and may be presented in cooperation with other entities. Note: Use of a public meeting room by an organization or individual to hold a public event is not a Library program. These events are addressed in the Meeting Room Policy.

Scope

This policy applies to all Library programs.

Roles and Responsibilities

The Head Librarian and staff are responsible for the development, presentation and oversight of programs. The Assistant Head Librarian/Head of Reference, Reference Librarian(s), Head of Youth Services and Teen Librarian are accountable for planning, scheduling and implementation of programs. Designated Library staff are responsible for the development, coordination and supervision of Library programs. The final responsibility for the library program is held by the Head Librarian, but day-to-day responsibility is shared by library employees throughout the library. Librarians are professionally trained to curate and develop programs. Speakers and materials for programming are selected on the basis of cost, availability, and suitability to program subject and quality. Selection of programming is made according to reviews and/or judgment of professional librarians and Head Librarian. Attendees are responsible for complying with the Library's Behavior Policy; failure to do so may result in their immediate removal from said program

Procedures

1. Program Selection:

The Library strives to present programs that are educational, informational, cultural or recreational and avoids programs that do not meet these standards. Topics, content and

timing of Library programs are developed with consideration of available resources and keeping community needs and interests in mind. Program selection is based upon the suitability of topic, format and intended audience. A program will not be excluded because its topic may be regarded by some as controversial. Library sponsorship of a program does not constitute or imply an endorsement of the content or of the presenter of the program. The library provides programs created or curated by librarians or staff members of the public library as well as allowing displays and programs created by members of the public or community groups and exhibited in the public library. The library does not offer programming for a purely commercial purpose, including but not limited to presentations offered for free but with the intention of soliciting future business. All presenters will be provided with guidelines that outline expected requirements of presenters and a list of support services (technology, publicity, etc.) that the library will provide. All presenters shall comply with the terms of the guidelines.

2. Program Development, Coordination and Supervision:

Library programs may originate from Library staff, partnering institutions or members of the public. In the event of a co-sponsored program, supervision of the program may be delegated to the co-sponsoring organization depending upon the timing and venue of the program. All programs sponsored or co-sponsored by the Library, however, must abide by this policy regardless of where they are hosted.

3. Program Access:

Library programs are free and open to the public on a first-come first-serve basis. Registration may be in advance online or at the door. For programs targeted to a specific audience, e.g. children or teens, and promoted as such, preferential admission may be offered to those groups on a first-come first-serve basis, limited to those individuals as the Library deems appropriate. The Southbury Public Library will offer access to library programs in alternative forms, such as sign language interpretation, assisted listening devices, etc. as requested. Any individual requiring accommodation to participate in a Library program should contact the Library two weeks prior to the program using the Accessibility Accommodation Request Form.

4. Virtual Program Delivery:

Some Library programs may be offered using a Library approved virtual meeting platform that registered patrons may use to access the virtual program from their own internet-enabled devices. This may include programs that are simultaneously run at the physical Library as well as programs that are offered only virtually. While hosting the virtual program, Library staff, partnering organizations, and program facilitators will follow industry standard best practices for virtual events. Some virtual programs may be pre-recorded and broadcast via the internet or recorded as presented for later viewing. In the event an interactive program is being recorded, attendees will be informed of that fact at the start of the program. Live virtual programs require advance registration. Registered participants will receive via email a link to log on to the program and must not share that link with others. Information collected during the registration process will be used only to communicate information about that program or to confirm eligibility to participate in that program. Patrons attending virtual programs are expected to adhere to the Library's Behavior Policy and failure to do so may result in their immediate removal from said

program. The Library will make all reasonable efforts to ensure the digital security of virtual events, however attendees must understand that all online activity carries some degree of risk. Patrons are required to provide their own equipment and internet connection to attend virtual programs. The Library will make a good faith effort to utilize platforms that will be compatible with the widest array of hardware and software, but makes no guarantee that every patron will be capable of accessing every Library program successfully. Nor can the Library guarantee the quality of the audio, video, or internet connection of program presenters or attendees.

5. Program Materials:

The sale of books, CDs or other creative works by authors, performers and presenters is allowed as part of the library sponsored program.

6. Program Evaluation:

In order to fully evaluate the success of a library program, evaluations will be made at the discretion of the librarians. Information gathered will inform future programming decisions. Statistics will be gathered for all library programs, such as the number of attendees at a program. Outcomes, such as how well the content of a program helped attendees learn about the program's topic, will be gathered at times when such data is required for grant reporting or would be helpful in evaluating a new program topic or format.

All library materials are evaluated and made accessible in accordance with the protections against discrimination set forth in section 46a-64 of the general statutes.

Procedures for the Questioning of Library Programs by Patrons

The Southbury Public Library refers patrons with a vested interest that may question library programs to the Library Material Review and Reconsideration Policy. The Southbury Public Library limits consideration of requests to reconsider programs to individual residents of Southbury.

APPROVED BY SOUTHBURY PUBLIC LIBRARY BOARD OF DIRECTORS March 13, 2003

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