PROGRAMMING POLICY
Board approved: 2 15 22

The Community Library Network empowers discovery by developing and presenting programs that meet the educational, informational, and cultural needs of the community. Programming furthers the mission and vision of the Community Library Network.

Purpose and Philosophy

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. The presentation of a program by or on behalf of the Library does not constitute Library endorsement of the program's content or the views expressed by any presenter(s) or participants. The Library recognizes that some programs may be controversial and that any given program may offend some members. As with other Library provided services, minors' access to programs is the responsibility of their parents or legal guardians.

The Community Library Network defines a program as a planned activity or event in a group setting developed to meet the needs and/or interests of an anticipated target audience and build relationships between participants and the Library. Programs will be designed and delivered to meet the following outcomes:

- Provide outstanding member experience;
- Promote the Library's collections and resources;
- Provides opportunities for lifelong learning and literacy
- Ensure that the program follows best practices, is researched and fact-based with clear outcomes and purpose.
- Expands visibility and fosters community understanding of the library

Programs will include, but will not be limited to: storytimes, lectures, community forums, visual and performance art, interactive workshops, demonstrations, continuing education, fairs and conventions, and discussion groups.

Guidelines

The Community Library Network opens all programs to the general public; however, the Library may limit some programs (i.e., children's programs and story times) to age-specific audiences. Occasionally registration may be required for planning purposes or when space is limited.

The Library's staff use the following criteria in making decisions about program topics, speakers, and accompanying resources:
- Relation to library mission, strategic goals, collections, resources, and exhibits

- Community needs and interests
- Availability of program space
- Treatment of content for intended audience
- Connection to other community programs, exhibitions or events
- National observances and commemorative months
- Presentation quality
- Presenter background/qualifications in content area
- Budget
- Historical or educational significance

The Library will not provide:
1. Programs of a purely commercial nature or those designed for the solicitation of business for third parties;
2. Programs that specifically support or oppose any political party, candidate, or ballot measure. The library may offer educational programs such as candidates' forums that include invitations to all recognized candidates;
3. Programs that support or oppose a specific religion. Programs may address religious themes to educate or inform, but will not promote or proselytize a particular religious conviction.
4. Programs that appeal to the prurient interest of minors.

External program presenters may not promote or solicit future products or services during presentations. Presenters may sell program-related items with a small percentage of overall sales donated to the Friends of the Library (items for sale must be approved by library staff prior to program). They may not collect contact information from program attendees however presenters may provide their contact information so that attendees can voluntarily contact them after the program has concluded.

All external presenters for youth programs must complete and pass a background check through the Community Library Network within the last 3 years.

Evaluation
Programs will be evaluated regularly to maintain programming vitality and usefulness to the community. Evaluation criteria may include attendance and/or audience feedback, attraction of new patrons to the Library, relevance to the library's mission and strategic plan, impact on attendees, and addressing the needs of a specific target audience.

The Library welcomes and encourages member feedback about its programs, as this information can help identify gaps in offerings. Decisions related to the addition to and deletion from the Library's catalog of services or program offerings will not be made solely based on member feedback but will be considered along with other relevant information gathered about the program and outlined in this policy.

Members who wish to have a program reconsidered shall submit a request for reconsideration of a library program form. The request for reconsideration will be thoroughly reviewed by the Library Director, after which, the Library Director will communicate the result and the reason for it, in writing, to the member who initiated the request. If additional action is requested, the

Request for Reconsideration form will be submitted to the Board of Trustees for final action. The member will be notified of the outcome.

<u>Accessibility</u>
Pursuant to the Americans with Disabilities Act, accommodations for persons with disabilities will be made in accordance with applicable federal, state and local laws, policies, guidelines, directives and procedures. The Library will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all its programs, services, and activities.