

## **Library Programming Policy**

The Lafayette Public Library provides a variety of diverse programs of interest to all ages in keeping with the Library's mission of providing free and equal access to high quality, cost-effective Library services.

Library programs are defined as programs initiated, planned, conducted, or co-sponsored by Library staff taking place in the Library or off site.

Library programs provide educational, learning, enrichment, and cultural experiences that bring people in our community together. Library programs provide an opportunity for others to discover what the Library provides in the way of materials, technology, and services while opening the door for social interaction with others.

The ultimate responsibility for programming at the Library rests with the Library Director, who administers under the authority of the Library Board of Control. The Library Director delegates the authority for program management to the Head of Programming, who works with librarians and staff members whose job responsibilities involve program development and delivery.

Library staff involved in creating programs for the Library system regularly meet to discuss ideas and are required to submit a detailed program proposal for approval by the Head of Programming before the schedule of programs is released. Staff working with children submit children's programs, teen staff submit teen programs, and staff working with adults propose adult programming ideas. Programs involving families are collaborative efforts with all programming staff. After program approval, supplies can be purchased, speakers booked, and program details finalized. Approved Library programs are promoted in Library printed materials and signs, in the media, and on social media.

Proposed programs are evaluated for approval based on several different types of criteria, including but not limited to the following:

- Supplies needed for the program and the associated cost and ease of purchase;
- Level of staff expertise needed for the program and whether the Library needs to find the expertise skill set from someone else within the community;
- Anticipated audience size and space needed for parking and attendees;
- Anticipated interest in the program and potential for attracting people into the Library;
- Overall cost of the program;
- Staff time involved in program planning;
- Ease or difficulty of duplicating the program at other locations;
- Ability of the program to fit the Library's mission;
- Ability of the program to allow patrons and staff to socialize and engage;
- Whether the level of the presentation matches the intended audience;
- Whether the day, hour, and time of year is right for the intended program; and
- Any associated public performance or copyright issues.

Library staff get program ideas from a wide range of sources. Professional journals, colleagues, conferences, and community activities all influence programming ideas. The Library partners with a wide range of individuals, organizations, agencies, groups, and institutions to provide or co-sponsor Library programs. Often, individuals or groups offer subject expertise or knowledge that Library staff

members don't possess. Guest presenters/speakers/artists are carefully selected by Library staff for their knowledge of the subject and their experience working with children, teenagers, or adults. Some volunteer to provide their programming services free of charge, and others are paid for their services. Performers and presenters are not excluded from consideration because of their origin, background, or views, or because of possible controversy.

The Library purchases a variety of programming supplies and refreshments that add value to our programs, enhance the purpose of the programs and encourage attendance at Library programs. Supplies and refreshments are critical components to a variety of Library programs offered year round to all ages.

All Library programs are free of charge and open to the public. Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by the participants. Program topics, speakers, and resources are not excluded from programs because of possible controversy. The Library adheres to the principles endorsed in the Library Bill of Rights.

Program registration may be required for planning purposes or when space or supplies are limited. Programs may be held on site at any Library location or off site. Any sales of products at Library programs must be approved by the Library and benefit the Library. Programs may not be used for commercial, religious, or partisan purposes or for the solicitation of business.

Events held in public meeting rooms of the Library are not necessarily Library-sponsored programs, as other groups and individuals are free to reserve these rooms when Library activities are not scheduled. Not all spaces and rooms utilized in Library programs are available to the public to reserve. Patrons should refer to the Library's website for a list of rooms at each location available for public use and the associated guidelines for the use of these meeting rooms.

If a patron has a question about a Library program, he or she should first address the concern with a Library staff member. Patrons who wish to continue their request for review of Library programs may submit a Request for Reconsideration form. Requests for review of programs will be handled in the same manner as are requests for reconsideration of Library materials.

Approved by Library Board of Control July 15, 2019