

POLICY

Category: Services

Number: D.11

Title: **Programming Policy**

Effective Date: November 14, 2020

Authorized By: CFL Board of Trustees

Last Revision or Review: September 7, 2019

References: ALA Library Bill of Rights

The Cudahy Family Library supports its vision and mission statements by offering a variety of programming and planned public activities that provide opportunities for information, learning, entertainment, and community connections. The programming is both developed and presented by the Library or developed by members of the community and co-sponsored by the Library. Programs may be held on-site or off-site. Programming is an integral component of library service that:

- expands the Library's role as a core community resource,
- introduces non-users and patrons to library resources,
- provides opportunities for lifelong learning and personal growth,
- encourages participation in civic life, and
- expands the visibility of the Library.

The responsibility of programming for the Cudahy Family Library is overseen by the Library Director, who works with the Reference and Youth Services staff for in-house programs. For sponsored programs, the Library partners with the Friends of Cudahy Library (FOCL) and the Cudahy Family Library Endowment Fund, Inc., in addition to other community agencies, organizations, educational and cultural institutions, businesses, or individuals who are compatible with the Library's mission and policies. Sponsorship entities must allow for staff input on the program and must coordinate marketing efforts about the programming with the Library. Offering or co-sponsoring programming does not constitute an endorsement of the content of the programming from the Cudahy Family Library or the City of Cudahy.

Library programs are open to the public and are generally free. Fees may be charged for materials and/or supplies for certain types of programs or for programs that are fundraising events for the Library. Program presenters who have requested permission may be allowed to sell copies of their books, sound recordings, art, or other wares.

Examples of programming include, but are not limited to, story times, organized play times, lectures, workshops, demonstrations, classes, discussion groups, book talks, performances, readings, concerts, movie screenings, tours of the facility, group bus tours, and class visits (also see Teacher Services Policy, D.10).

The following criteria is considered in making decisions about programming:

- relation to the Library's mission and vision
- community interests and needs
- treatment of content for intended audience
- presentation quality
- presenter background/qualifications in content area
- budget and staffing levels
- historical, cultural, or educational significance
- connection to other community events and programs
- availability of program space

Professional performers, speakers, and presenters hired for programming will not be excluded from consideration because of their origin, background, or views, or because of a possible controversy. Programming will not be used for religious or partisan purposes or for the main purpose of solicitation of business. Presenters may leave business cards for participants to pick up after the program should anyone be interested in further contact. Animals that are part of programming must be accompanied at all times by their handler.

The Library also reserves the right to:

- limit the attendance at programs and events due to space considerations
- set age limits for the programs and events
- ask parents to attend or not to attend youth programs
- deny attendance to individuals who are disruptive or who have violated the Library Code of Conduct
- take photographs and videos at events for publicity purposes

Some programs may require a registration for planning purposes or when space is limited. When limits must be established, attendance will be determined on a first come, first served basis, either with an advanced registration or at the door. A waiting list may be used for popular programs which may also be an indicator for the staff to consider if the program should be offered more than once. Details about individual program registration will be noted on the program's publicity. Registrants should notify the Library in advance if they must cancel their registration.

The Library accepts financial support from the Cudahy Family Library Endowment Fund and the Friends of Cudahy Library for the majority of its program expenditures. Donations for programming are also accepted from others who support the Library's mission and services. Contributions for programming are publicly recognized in promotion publicity and at the events.

The Cudahy Family Library welcomes feedback and opinions concerning its programming. Concerns, questions, or complaints about programming will be processed in accordance with the Library's Challenged Materials / Services Policy, A.09.