PROGRAMMING POLICY

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.

The Elting Memorial Library supports its mission of connecting people with ideas and information by developing and presenting programs that provide additional opportunities for self-education, personal growth, and recreation.

Programming is an integral component of Library service that:
- expands the Library's role as a community resource;
- introduces patrons and non-users to Library resources;
- provides entertainment;
- provides opportunities for lifelong learning; and
- expands the visibility of the Library

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

The Library utilizes staff expertise, collections, services, local resources, and facilities in developing and delivering programming. The following criteria will be considered when making decisions about program topics, speakers, and accompanying resources:
- Relevance to Long Range Plan/Plan of Service
- Availability of program space
- Treatment of content for intended audience - age appropriateness
- Presentation quality
- Presenter background/qualifications/references 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

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.

If a Library employee has been hired as a "programmer", they cannot be separately contracted to present a program, as it is part of their regular job description. Library employees that are not hired as "programmer" may be considered for contracted programming.

All Library programs are open to the public. A fee may be charged for programming that results in a certification or similar credentials (e.g. CPR, Defensive Driving).

Registration may be required for planning purposes or when space is limited. Programs that require registration may be rescheduled if registration is low. Programmers will estimate the expected attendance for each program and monitor registration. If registration does not meet 50% of the estimated number, the programmer may cancel/postpone/reschedule the event. If a program is canceled, staff must email registered attendees and post immediately on the Library's calendar, website, and social media accounts.

Programs may be held on or off Library grounds. The location of an event will be clearly included in the calendar.

Programmers are responsible for setting up and cleaning after an event. If an outside programmer requires special equipment or set up, arrangements should be made with the Library programmer and stated clearly on the program contract.

All outside programmers must sign the approved Elting Memorial Library performers contract. Contracts must be kept on file per the Library's *Record Retention Policy*.

Any sales of products at Library programs must be approved by the Library Director and benefit the Library. Programs are not used for commercial, religious, or partisan purposes or the solicitation of business. External organizations or individuals partnering with the Library on programs must coordinate marketing efforts with the Library.

The Elting Memorial Library program calendar is available from the Library's website. In addition, the Library uses social media to announce upcoming programs and events. The Library will also share information about Library events with the local newspapers and radio stations, and posters in organizations/businesses.

The Library welcomes expressions of opinion from patrons concerning programming. If a patron questions a Library program, he/she should first address the concern with a Library staff member. Customers who wish to continue their request for review of Library programs may submit the *Request for Reconsideration* form. Requests for review of programs will be considered in the same manner as requests for reconsideration of Library materials as outlined in the Library's Collection Development Policy.

Adopted: December 9, 2021