XVI. PROGRAMMING POLICY

DATE APPROVED – 11/9/23
REVIEWED –
REVISED – 10/13/25

General Policy/Purpose: Library programs are planned public activities that are initiated or presented in partnership by the Library and take place at the Library, at locations in the community, or online. Library programs include, but are not limited to: book talks, demonstrations, discussion groups, film showings, interactive presentations, lectures, performances, story times, tutorials, and workshops.

1. **Programming Purpose & General Guidelines**
   a. The purpose of Library programming is to:
      i. Encourage the use of the Library and its resources.
      ii. Promote literacy, acquisition of skills, and a life-long love of reading and learning.
      iii. Present information on issues of current interest.
      iv. Foster cultural awareness, civic engagement and discussion.
      v. Facilitate the sharing of local talent, knowledge and expertise.
      vi. Inspire personal enjoyment through social engagement opportunities.
   b. The Library does not assume responsibility for damages, personal injury, illness or theft arriving from participation in any program, or in any facility, or at any location where a program is held. The library does not assume responsibility for the supervision of minors attending programs.
   c. Programs will be evaluated based on data collected from the audience, program partner(s), and staff.
   d. In the case of film programs, the Motion Picture Association of America ratings may be provided for information only. It is the responsibility of parents or legal guardians, not Library staff, to guide use of the library and its resources and services. In the case of video game programs, games purchased or played with will be chosen in consideration with ratings from the Entertainment Software Rating Board for program attendees, but library staff will not prevent attendees from playing a game based on content.

2. **Programming Partnerships**
   a. The Library encourages and welcomes program proposals from individuals and community groups. When a community group, agency, or individual approaches the Library with a programming request, the Library will consider partnership based on the following criteria:
      i. The program fulfills the purpose of a Library program, as defined above.
      ii. The program supports the Library's mission and strategic priorities.
      iii. The resources needed to accomplish the program are available and accessible.
      iv. Programming partners are expected to actively participate in the development, promotion, presentation, and evaluation of programs.

v. The Library's role in a programming partnership includes but is not limited to: facilitating and approving program design, furnishing appropriate space and equipment, coordinating promotion, and offering supplementary Library resources

3. Programming Content

a. The Library's goal in programming is to connect members of our community with a wide variety of ideas and perspectives. Program content is determined by the presenters.
b. The Library is not obligated to represent multiple and/or opposing viewpoints within any one program or series. The Library welcomes the opportunity for other viewpoints to be represented in a separate program or series.
c. Presentation of a program does not constitute the Library's endorsement of the content or views expressed by participants.

4. Charges, Sales, and Fundraising

a. The Library works to provide free or low-cost programming. While the majority of library programs are free, there may be programs where participants are asked to pay a fee to cover the cost of materials.
b. Library programs must be non-commercial in nature. Although a businessperson or other professional expert may present a program, the information may not promote his or her specific business interest.
c. Solicitation of future business, including but not limited to the development of prospect and mailing lists, is permitted.
d. Fundraising and sales during events are permitted with prior approval in the following circumstances:
    i. For fundraising to benefit the Library.
    ii. For sale of items created by authors and artists responsible for the content of a Library program.
e. Exceptions to the above may be made at the discretion of the Library Board.

5. Attendance

a. All programs must be open to the public.
b. Every attempt will be made to accommodate all who wish to attend a program. Programs designed for a general audience have no age restrictions.
c. Attendance may be limited if the number of participants reaches the room capacity established by fire code.

d. When safety or the nature of a program requires it, attendance will be determined on a first-come, first served basis or by pre-registration.
e. Programs designed for specific audiences may have attendance restrictions or requirements based on age.
f. Attendees and presenters are expected to follow and abide by the Library Conduct Policy.

6. Expressions of Concern

a. The Wellman Public Library Director and the Board of Trustees welcome feedback from patrons. Any concerns will be handled promptly and courteously.

7. References: This policy has been developed in concert with the following American Library Association Guidance Documents: Libraries: An American Value, Library Bill of Rights, and Freedom to View.