



# Western Sullivan Public Library

## PROGRAM DEVELOPMENT POLICY

### MISSION STATEMENT

The library is dedicated to providing materials, programs and a variety of services to promote the education, creativity and knowledge in the communities it serves. The library supports the private and professional sectors of the district as well as the artistic, educational and other interests of the communities. It is with great care that the library enhances its materials selection, program provision and technological advancement to encompass the communities' diverse interests. The Western Sullivan Public Library is dedicated to equal access and the pursuit of knowledge through the power of information.

### DEFINITION

A library program or event is a planned public activity, open to everyone, that takes place at the library or other location secured through the library and is sponsored or co-sponsored by the library. A program or event can be described as, but not limited to, a story time, lecture, workshop, class, craft, discussion group, performance, reading or demonstration.

### PURPOSE OF POLICY

- To further the Mission and roles of the Western Sullivan Public Library.
- To guide staff in the development of programs.
- To inform the public about the principles upon which programs are developed.

### GENERAL PRINCIPLES

The Western Sullivan Public Library is a public forum—a place where ideas and information are freely communicated, where a broad spectrum of opinions and a variety of viewpoints are presented in its programs as well as in its collection, displays, and services.

### RESPONSIBILITY FOR PROGRAMMING

Library program development is vested in the Library Director and such members of the staff whose job descriptions include program responsibilities. Patrons are an important ingredient, and their requests are considered. Library programs may utilize volunteers for coordination. Library programs may be developed cooperatively with other community organizations and individuals.



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## GENERAL CRITERIA FOR PROGRAMS

Selection of topics, courses, classes and events and their presenters will be made by library staff on the basis of interests and needs of library users and the community, quality of the program and the presenter, and the compatibility with the library's Mission. Library staff uses the following criteria in making decisions about program topics, speakers, and accompanying resources:

- Community needs and interests
- Availability of program space
- Treatment of content for intended audience
- Presentation and Presenter quality
- Presenter background/qualifications in content area
- Budget
- 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. Library staff who present programs do so as part of their regular job and are not hired as outside contractors for programming.

All Library programs are open to the public. A fee may be charged for certain types of Library programs. 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.

Registration may be required for planning purposes or when space is limited. The Library reserves the right to cancel a program and rescheduling is at the discretion of the Library. Any sales of products at Library programs must be approved by the Director. Programs are not used



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for commercial, religious, or partisan purposes or the solicitation of business. It is understood that the former statement does not prohibit programs of educational or literary nature that may touch upon political or religious subject matter. Within the scope of the *ALA's Library Bill of Rights* and its *Library-Initiated Programs as a Resource* (see attached), it is the intention of the Library and the Board of Trustees to provide programs to the community that educate and enlighten its community without prejudice to the full and free expression of ideas.

### USE OF SPACE

Library programs and other scheduled library events must be recorded on the community room calendar at each branch to avoid any conflicts. In scheduling programs and events, priority is given to programming in which library staff is involved as presenters or sponsors. Outside groups interested in holding programs in the community rooms at Western Sullivan Public Library need to complete an application for Community Room Use and must conform to the criteria set forth in the *Community Organization Use of Library Facilities Policy*.

### CHALLENGED PROGRAMS

The Library welcomes expressions of opinion from patrons concerning programming. If a customer questions a library program, he/she should first address the concern with the appropriate library staff member. Patrons who wish to continue their request for review of Library programs may submit the *Statement of Concern About Library Resources* 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.