

## **PROGRAMMING POLICY**

### **Purpose Statement:**

The purpose of library programs is to support our mission as the bridge to a world of information and ideas for personal enjoyment and community growth.

Programs complement other library services by providing an opportunity to highlight collections, promote services, and share knowledge and expertise. Programs stimulate outreach and promotion of the library allowing the library to offer a wide variety of programs to groups and individuals and to attract both regular and new users of all ages and backgrounds. Programs raise the library's profile in the community and have a positive impact on library use.

### **Guidelines for the Selection and Presentation of Programs:**

All programs are intended to further the mission of the Library. They should address one or more of the following educational, recreational, and/or civic needs:

- To increase awareness and the use of library resources
- To provide opportunity to widen horizons, stimulate imagination and reflection, and enlarge experiences
- To provide programs for various age groups, cultures, and interests
- To meet popular demand, both existing and anticipated
- To promote reading and lifelong learning
- To increase library use by underserved populations
- To educate and inform on a variety of topics usually with a focus on one or several of the following areas:
  - Literature and cultural heritage
  - Social awareness
  - Health and well-being
  - Information technology
  - Literacy

- Current events and high interest topics

Library programs are open to the public. Registration may be required for planning purposes or when space or other resources are limited. Programs may be targeted towards a particular audience, such as children, teens, or adults and will be advertised as such. Patrons with special accommodation requests are encouraged to reach out to library staff prior to the event so accommodations can be made in advance.

Library staff may work with individuals or groups in the community to bring in presenters on a topic. Presenters and library staff will work together to develop, promote, and deliver programs per the needs of both parties. The library is not obligated to represent multiple and/or opposing viewpoints within any one program or series. A program held at the library does not constitute an endorsement of the views expressed by participants and programs must be non-commercial. The sale of products at a library program is not allowed; however authors and artists may obtain prior library approval from the Library Director to sell their work following a library program.

The Library reserves the right to deny attendance to anyone becoming disruptive to audience members, the presenter, or the program facilitator, and to anyone in violation of the Library's Rules of Conduct Policy.

Program participants should expect that photographs/video will be taken at events and used on the Library's social media sites and/or website.

### **Request for Reconsideration**

A patron wishing to object formally to a library program, event, or display must fill out a Request for Reconsideration of Library Program or Display form and will be informed of the Programming Policy. The form is available from the library director or on the library's website under Policies.

The library director will review the request and any pertinent materials including the library's mission, Programming Policy, and program description and respond in writing to the request within twenty days of the request.

If the complainant wishes to appeal the director's decision, they may ask the Norwalk Easter Public Library Board of Trustees to review the complaint. The Library Board will make the final decision regarding the program or display based on this committee's recommendation.

This policy has been developed using guidance from the following American Library Association documents:

"Libraries: An American Value"

Interpretations of the Library Bill of Rights: "Library-Initiated Programs as a Resource"

Adopted by the Norwalk Easter Public Library Board of Trustees August 8, 2022  
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