



*policy statement on*

# **PUBLIC PROGRAMMING**

CREATED **MARCH 18, 2004**

The presentation of programs for the public is an important aspect of the Library goal of providing information and enrichment to the patrons of the Library. Programs are planned for people of all ages – from preschool story times, special activities for school age children and young adults, to enriching programs for adults and the elderly. The Library provides a diverse range of programs, including lectures on literary and historic topics, hands-on workshops on crafts and cooking, and presentations on special interests and needs of members of the community.

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The Library's programs and workshops serve several functions. The Library benefits greatly from these activities. People attending these programs broaden their interests, learn new skills, interact with other people, enjoy entertainment, discover new areas of interest, and find that the Library is filled with information on a tremendous range of subjects – in the form of books, magazines, videos, CD's and recorded books. The programs open doors for a tremendous diversity of people; the Library, its staff and its collections support their interests and provide them with unending opportunities for new interests, knowledge, and skills.

## **LIBRARY MEETING ROOMS**

All library locations include meeting rooms. The purpose of the rooms is to provide space for library programs. When the rooms are not being used for library programming, they are made available to community-based, non-profit organizations for meetings of the groups.

## PLANNING AND PRESENTING PROGRAMS

Library staff members at all levels and in all locations devote many hours to developing programs and to making the public aware of library activities.

- Listed below are some of the criteria staff members should consider when planning programs for any age group.
- The subject of the program should reflect an interest of people in the community.
- The level of the presentation should be suitable to the anticipated audience.
- There should be a wide diversity of programs at each library and throughout the Library system.
- Guest speakers must be carefully selected by Library staff for their knowledge of the subject and their ability to convey information to those in attendance.

## PROGRAMS PRESENTED BY OTHER ORGANIZATIONS OR INSTITUTIONS

Occasionally we have persons who are involved with commercial organizations, particular schools, or institutions, and persons who represent a special interest, who seek to present information to the public at the Library about their organization, its services, or the issues with which it deals. Although this information may be of value or interest, the underlying purpose of these programs is to gain community recognition of their institution and its services, or for the person himself.

Those who sometimes want to make presentations at the Library include attorneys, members of religious organizations, agents of health care groups, investment brokers, realtors, individuals selling cosmetics, and insurance representatives.

The Library does not allow a representative of such an organization or an individual to arrange such activities or to use the Library or its meeting rooms to present such information to the public.

For further details on the use of the Library meeting rooms, see the Library's Meeting Room Policy.

## GUIDELINES FOR LIBRARY STAFF INVOLVED IN PLANNING LIBRARY PROGRAMS

Each Library should plan programs to meet the needs of the patrons of that Library.

Any activities or programs presented at the Library must be planned by the Library. Those presenting programs must be invited to participate by the Library. The Library staff member should include a number of persons representing various aspects or points of view on the topic, such as a professionals or specialists who provide services in this area, and community members who have been involved with the issue.

Any staff member who wishes to present a program must submit a description of the program that is being suggested to the Branch Librarian. If the Branch Librarian feels that the program meets the Library guidelines and is appropriate for the community served, the Branch Head should submit the information about the program to the Head of Adult Services, Teen/Young Adult Services, Children's Services, or Reference Services. This information should be submitted to the appropriate Division Head on the Program Planning Approval Form.

If approved by the Division Head, the Branch Librarian should proceed with plans for the program.