

# Claverack Free Library

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## Program Policy

Adopted: August 16, 2016; Amended: November 15, 2016

The Claverack Free Library supports its mission of connecting people with the world of ideas and information by developing and presenting programs which provide additional opportunities for information, learning, and entertainment. Programming is an integral component of library services 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
- Expands the visibility of the Library

Ultimate responsibility for programming at the Library rests with the Library Director, who administers under the authority of the Board of Trustees. The Library Director, in turn, works with the Program Committee and the Friends of the Library in presenting candidate programs to the Board of Trustees for their review and agreement.

Library staff expertise, collections, services and facilities may be utilized in developing and delivering programming. The following criteria are used 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 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. External organizations or individuals partnering with the Library on programs are expected to coordinate marketing efforts with the Library.

Professional performers and presenters who 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 presenting programs can receive additional compensation if the program is presented outside normal library hours. Animals that are part of Library sponsored programs must be accompanied at all times by their handler and/or trainer.

All Library programs are open to the public. A fee may be charged for materials for certain types of Library programs with the approval of the library director. 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.

Registration may be required for planning purposes or when space is limited. Even in the event of pre-registration, the Library does not guarantee seating once a program has begun. Some children's programs may be restricted by age level or residency. Registration is sometimes limited; waiting lists are taken. The Library reserves the right to deny attendance to anyone becoming disruptive to audience members or the program facilitator, and to anyone in violation of the Library's Patron Behavior Policy. Adult Supervision is required at all programs involving youth, in accordance with the Library's Safe Child Policy, unless otherwise stated by the program facilitator.

Program participants should expect that photographs/video will be taken at events and used on the Library's social internet sites and/or website. Participants may request in writing that their image not be used by the library.

Programs may be held on site or off site. Any sales of products at Library programs must be approved by the Library and benefit the Library. Programs are not used for commercial, religious, or partisan purposes or the solicitation of business.

Programs may be cancelled for a number of reasons, chiefly: severe weather, absence of the presenter, or low registration. Cancelled programs are not automatically rescheduled.

The library promotes its in-house programming through fliers, news releases, e-Blasts, the library's website, and mailings. External organizations or individuals partnering with the Library on programs may not publicize their programs without approval of the library director.

The Library welcomes expressions of opinion from patrons concerning programming. If a patron questions a library program, he/she should address the concern with the Library Director.