

PROGRAM POLICY

Approved by Board on 3-16-23

The South Country Library supports its mission by providing access to a wide range of programs that meet the needs of a diverse community and by developing Library programs that offer opportunities for learning, education and entertainment. Programming is an integral component of Library service that provides the following enhancement to the Library's offerings:

- Introduces attendees to Library resources and materials
- Provides opportunities for lifelong learning
- Raises the awareness and visibility of the Library to the community
- Expands the Library's role as a cultural and community center
- Extends outreach for underserved populations
- Provides entertainment

Librarians will use the following criteria in making decisions regarding program topics and presenters:

- Community needs and interests
- Presenter reputation, expertise and/or public speaking/performance experience
- Presentation quality
- Budget
- Availability of space
- Relationship to Library collections, resources, services and events
- Historical or educational significance
- Connections to other community programs, exhibits or events
- Connection to and support of nationally recognized observances, celebrations, awareness months, annual events, and commemorations of national, social or cultural significance

The Library will actively seek to include a variety of programming options representing a diversity of genres, formats, ideas, and expressions with a multitude of viewpoints and cultural perspectives that reflect the diversity in our communities.

Library sponsorship of a program does not constitute an endorsement of the program content or the views expressed by the participants or speakers, any more than the purchase of resources for the library collection constitutes an endorsement of the resources content or its creator's views. Complaints concerning programs are to be considered within the same framework utilized with regard to any other disputed Library resource as reflected in the *Request for Review of Library Resource* form.

The Library reserves the right to cancel a program due to weather, absence of presenter, low registration or other unforeseen or valid reasons as determined by the Library. Programs cancelled by the Library are not automatically rescheduled.

The Library welcomes patrons with disabilities to our programs and will provide all reasonable accommodations necessary to allow for participation. Please let us know in advance how we may be of assistance.

Registration Requirements & Program Fees

Many programs will require registration for the purposes of planning and also for abiding by occupancy requirements. A valid South Country Library card is required in order to register for such programs. Patrons can register another patron if they possess that patron's library card. Some Library programs may be limited only to district residents. If so, this limitation will be indicated in the Library's newsletter, flyers and website. Out-of-district patrons with a valid card from their home library may attend any program not limited to district residents.

If a program fills to capacity, we do maintain waiting lists in the event a registered patron needs to cancel. In that case, patrons will be called in the order of placement on the list.

The Library may charge fees for programs if **a.)** there are significant materials costs or the cost would otherwise be prohibitive for the Library **b.)** the participants will receive items that become their personal property **c.)** the program involves a specific cost for transportation, meals and/or admissions for each participant **d.)** the participants receive an attendance or completion certificate which can be used for their personal benefit.

Payment for fee-based programs is due at the time of registration. We accept cash, check or debit/credit. Registration/payment can be made both in-person and online. Program fees are non-refundable unless a program is cancelled by the Library.

Programs involving physical exercise require a liability waiver to be agreed to at registration.

Additional Guidelines for Children's Programs

- Programs are often planned to accommodate a limited number of children. This is done to ensure that children receive the attention warranted and benefit from the activities in the program as well as limited space and materials.
- Most programs are advertised for specific ages/grades of children. These programs have been planned so that they are developmentally appropriate for children of that age. Please understand that limitations are important and are implemented for the benefit of all the children.
- Parents or caregivers of children of preschool age or younger may be required to remain in the program with the child. All parents or caregivers of children birth through fifth grade are required to remain in the Library while their child is attending a program.

Additional Guidelines for Young Adult Programs

- Young Adult programs are designated for teens between 6th and 12th grade. Teens can attend Young Adult programs until the end of the summer in the year they graduate High School.
- Young Adults with special needs and/or disabilities who are still attending high school working toward graduation, are permitted to attend Young Adult programs until the end of the school year at age 21. A caregiver/parent may be required to assist with program participation for young adults with special needs and/or disabilities.

Guidelines for Programmers

- Prior to booking a program, prospective programmers may be asked or required to provide all or some of the following: **a.)** detailed program description **b.)** references **c.)** samples of program content, i.e. literature, pictures, audio, video, etc. **d.)** proof of certification, award, degree or other documentation asserting expertise or qualification on a particular subject.
- All programmers will agree and sign the Library's contract agreement prior to the program. The agreement will also be signed by the Library Director or designee.
- Library programs may not be used for strictly commercial or partisan purposes, or solely for the solicitation of business. Programmers may not require that attendees furnish any personal information or otherwise identify themselves and may not distribute materials which advertise or solicit business for private gain. Business cards may be distributed to attendees who request them.
- Authors or performers are permitted to sell books or other media at their Library event provided they receive Library permission beforehand. Library staff are not permitted to assist with any such sale.
- External organizations or individuals partnering with the Library on programs must coordinate marketing efforts with the Library.
- Programmers must not violate non-discrimination laws and must agree to provide any reasonable accommodations requested in accordance with the Americans with Disabilities Act.