

## **Lanesborough Public Library Program/Event Policy**

The Lanesborough Public Library supports its mission by developing and presenting programs that provide opportunities for lifelong learning, cultural enrichment, literacy support and community connection. Ultimate responsibility for programming rests with the Library Director, who in turn, may delegate program management responsibility to library staff, volunteers, or community partners.

In developing and delivering programs, the Library Director utilizes staff expertise, collections, equipment, and facilities. The following criteria are used in making decisions about program topics, speakers, and accompanying resources.

- Community needs and interests
- Relevance/appropriateness of program to library's mission and strategic plan
- Budget and cost of program
- Space required for program and the availability of that space
- Presenter background/qualifications in content area
- Staff time
- Community needs and interests, including feedback and suggestions from Lanesborough residents
- Potential to promote, supplement, and encourage the use of library collections & resources
- Historical, cultural, or educational significance
- Balance of current programs being offered at the Library
- Connection to other community programs, exhibitions, or events
- Safety and security of patrons and staff

In addition, the Library draws upon other community resources in developing programs and actively partners with other community agencies, organizations, educational/cultural institutions, or individuals to develop and present co-sponsored public programs. Performers and presenters will not be excluded from consideration because of their origin, background, or views, or because of possible controversy.

Anyone interested in presenting a library program may submit a proposal to the Director that will be reviewed according to the above criteria. The library's philosophy of open access to information and ideas extends to library 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. In keeping with the American Library Association Bill of Rights – Access to Resources and Services to Minors,

parents/guardians, not the library, are responsible for monitoring attendance of their children at library programs.

Library programs may also include passive programming such as take-home activities or kits and donation drives. Any donations solicited at the library will be for local non-profit organizations/causes. Decisions as to whether to collect donations will be at the discretion of the Director.

Sources for funding for library programs comes from the library's operating budget, the Friends of the Library and various grants. Library staff who present programs do so as a part of their job. In addition, the library draws upon community resources in developing programs and attempts to partner with other libraries, community organizations, educational/cultural institutions or individuals to present and/or co-sponsor programs.

All programs at the library are open to the public and normally offered free of charge.

- A fee may be charged for certain types of library programs, such as where there is a cost for materials to participate in the program.
- Tickets may be sold for special library events. Due to space limitations or due to the nature of the program, attendance at programs may be limited.
- Registration for programs may be made by calling or visiting the library or through a ticketing/reservations website as determined by the Library Director.
- In keeping with Massachusetts General Law (Chapter 78, Section 7) names of registrants are confidential. Program presenters may ask attendees to voluntarily provide their names at the time of the program.

All library-initiated programs are open to the public, but some meetings and programs may be designed with specific audiences in mind, such as programs intended for children and teens that are geared to their interests and needs.

- Adults who wish to attend a program specifically designed for children must be accompanied by a child.
- Tween and teen programs are limited to tweens and teens only, except when they require an adult assistant or companion.
- Programs targeted toward specific audiences will be publicized as such.
- Every attempt will be made to accommodate all who wish to attend a program. 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 Rules of Conduct Policy.

Library programs may take place at the Library's physical location, offsite locations, and online and may be delivered by library staff or library partners. External organizations or individuals partnering with the Library on programs must coordinate marketing efforts with the Library Director and secure approval before distributing any promotional materials.

Performers or authors may sell books as part of a library program. Sale of any other products or business promotional materials at library programs is not permitted except at the discretion of the Director and Trustees. Presenters are permitted to have business-related brochures, flyers, or other information available for attendees to pick up if interested. Presenters cannot distribute such materials as part of the event.

Programs may be canceled for several reasons, including severe weather, absence of the presenter, or low registration. Canceled programs are not automatically rescheduled. When possible, advanced notification of program cancellations will be made on the Library's website, social media pages, and by other appropriate communication channels.

Approved by the Trustees of the Lanesborough Public Library- 5/16/2024