Program Policy

Policy level: Library Board
Author: Director of Library Services
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Scope

This policy applies to all Library-organized, co-sponsored and partnership events offered to the public by the SDG Library. This policy does **not** apply to events that are developed for special purposes such as fundraising or donor recognition, or programs offered by other organizations on Library premises where space is rented and governed by the terms and conditions of the Library's Facilities Use Policy.

Purpose

The SDG Library's goal with programming is to connect members of the community with a wide variety of ideas and perspectives. The Library is not obligated to present a program which represents multiple and/or opposing viewpoints within one program or series. The Library is, however, obligated to offer the opportunity for other viewpoints to be presented. The Library welcomes proposals from individuals and community groups. Library staff will review the request to determine if the program proposal supports the Library's Mission Statement, and if the resources needed to implement the program are available.

Library programs are designed to:

- support life-long learning, including literacy, numeracy and problem-solving in a technology-rich environment;
- provide information, education and recreation opportunities to members of the SDG community;
- highlight and promote the effective use of Library services and collections by patrons;
- nurture community cohesion and reduce social isolation by bringing members of the community together;
- strengthen partnerships with a wide variety of organizations;
- attract new audiences to the SDG Library.

The Library may present programs that some individuals find controversial. Holding a program does not necessarily indicate an endorsement of its contents by the Library,

but rather is an affirmation of the principle of intellectual freedom as embodied in the *Canadian Library Association Statement on Intellectual Freedom.*

The SDG Library strives to avoid duplicating services offered elsewhere in the community, by consulting with community groups and with local municipalities' staff, and by posting its programs to those municipalities' community calendars.

Program Delivery

Responsibility for planning, organizing and implementing programs will be determined and assigned by the Community Librarian in consultation with the District Supervisors.

Programs will be delivered by Library employees, invited speakers/presenters, and experts from the communities. Programs will be offered in a variety of ways, including in-branch, virtually/online, and off-site as part of Library outreach activities.

Evaluations of Library programs will be used to measure the success of the program. Records of the evaluations may be kept on file as a resource for planning future programs.

Audience

Programs will be offered for children, teens, adults, and families. The Library may set age or other guidelines for participation in a program, such as a children's program, when the program is designed and best-suited for a particular audience.

Every attempt will be made to accommodate all who wish to attend a program. When safety, or the nature of the program requires it, however, attendance will be limited. When limits must be enforced, attendance will be determined on a first-come, first-served basis or by pre-registration:

- The Library reserves the right to limit the number of attendees at programs, and preference will be given to SDG Library cardholders.

Fees

The majority of programs offered will be free to attend. In some cases, there may be a need to charge for a program. Fees for programs are determined on a program-by program basis. Charging for a program must be approved by the District Supervisor in consultation with the Community Librarian.

Cancellation

The SDG Library reserves the right to cancel programs as deemed necessary and will make every effort to notify the public in advance.

Photography or Recordings

The Library is considered a public space. By attending Library programs, you consent to having your image captured by event photographers/videographers for use for SDG Library publicity purposes. Names will only be used with written consent.

- Sources consulted: Haldimand County Public Library – <u>Programs Policy</u>; Kingston Frontenac Public Library – <u>Programming Policy</u>; Hamilton Public Library -- <u>Program Policy</u>; Brant County Public Library – <u>Program and Event Policies</u>; Lambton County Public Library – <u>Programming Policy</u>