

VII. PROGRAMS AT THE LIBRARY POLICY (*Approved 03/09/17*)

A. Mission Statement

The Washington Public Library supports its mission of providing educational, cultural and social enrichment for all residents by developing and presenting programs that provide additional opportunities for information, learning, and entertainment.

B. Purpose

Programming is an integral component of library service that:

1. Expands the library's role as a community resource
2. Introduces patrons and non-users to library resources
3. Provides entertainment
4. Provides opportunities for lifelong learning
5. Expands the visibility of the library

C. Responsibility

Ultimate responsibility for programming at the library rests with the Washington Public Library Director, who administers under the authority of the Board of Trustees. The Director, in turn, delegates the authority for program management to library staff members, who oversee this responsibility.

D. Selection Criteria

The library utilizes staff expertise, collections, services and facilities in developing and delivering programming. The library's staff use the following criteria in making decisions about program topics, speakers, and accompanying resources:

1. Community needs, interests, and issues
2. Availability of program space
3. Treatment of content for intended audience
4. Presentation quality
5. Presenter background/qualifications in content area
6. Budget
7. Historical or educational significance
8. Connection to other community programs, exhibitions or events
9. 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. Professional performers and presenters that 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 who present programs do so as part of their regular job and are not hired as outside contractors for programming.

E. Access

1. All library programs are open to the public. A fee may be charged for certain types of library programs to help cover the cost of supplies, however no one will be denied access because of an

inability to pay fees. 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, and program topics, speakers and resources are not excluded from programs because of possible controversy.

2. If a payment schedule is not proposed by the performer, the default payment will be \$40 for an individual speaker or performer, and up to \$80 for a group performance. Gift certificates or gifts of appreciation up to that same dollar value can be given in lieu of a monetary payment.

3. Registration may be required for planning purposes or when space is limited. Programs may be held on-site or off-site. Any sales of products at library programs must be approved by the library, and will be limited to sales of works by the performer or speaker. Programs are not used for commercial, religious, or partisan purposes or the solicitation of business.

4. External organizations or individuals partnering with the library on programs must coordinate marketing efforts with the Library Director.

F. Comments and Criticism of Library Programs

The Library welcomes expressions of opinion from patrons concerning programming. If a patron questions a library program, he/she should first address the concern with the Library Director. Patrons who wish to continue their request for review of library programs may submit the Request for Reconsideration form. Requests for review of programs will be considered in the same manner as requests for reconsideration of library materials as outlined in the Library's Collection Development Policy.