



Library Program Policy

PURPOSE:

Charles County Public Library recognizes the need to provide quality programs for all ages in keeping with the mission, vision and goals of its strategic plan. A policy is needed to set guidelines for the types of programs that are presented at the Library and community events.

STATEMENT OF POLICY:

Charles County Public Library programs are events that promote the use of library materials, services and/or offers the community informational, entertaining or cultural experiences. Programs are planned for the interest and enlightenment of the residents of our Charles County community. The Library strives to offer a variety of programs that reflect the interests of our growing and diverse population.

Library programs shall generally be voluntary, free, and open to the public. However, at the discretion of the Library Executive Director, a fee may be permissible for certain types of Library initiated programs. The Library's philosophy of open access to information extends to library programming. The library does not discriminate on the basis of race, color, religion, sex, national origin, age, or any other characteristics protected by local, state, and federal law.

Library programs must be non-commercial in nature. Although a professional expert may present a program, the information should always be generic in nature. Library programs must have a special educational, informational, or cultural value to the community. No individual or organization shall use a program at the Library to advertise or recruit members or customers. Programs are not used for commercial, religious, or partisan purposes or the solicitation of business.

Co-sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by participants and this will be noted on publicity. Co-

sponsorship is defined as the library working with another agency, presenter, or business to provide a program (as defined above) for library customers as agreed to in the Statement of Partnership. Priority co-sponsorship will be given to local government agencies. Agencies, businesses, or organizations that participate in co-sponsoring a library program receive acknowledgement on the library website and in local publications.

The Library and its employees will not be liable for the content of any program presented by a third party. Professional performers or presenters will be permitted to sell their creative products (CDs, books) only if the Library Executive Director has agreed in advance to such an arrangement and the sales benefit the Library. A minimum of 10% of the sales will be donated to the Library.

Timely and adequate public announcement shall be made of all programs. Organizations or individuals partnering with the library must coordinate marketing efforts with the Program Coordinator and Marketing and Development Manager. Press releases, public notifications, and marketing publicities must be approved by the Marketing and Development Manager or Library Executive Director.

Registration may be required for planning purposes and when space is limited. When pre-registration is required, it must be handled by the library unless other arrangements are made with the Program Coordinator. In some cases, the nature and success of a program may limit attendance.

For most programs evaluation forms are to be distributed to the participants so that staff may know what has been successful and receive ideas for new programs from customers. Recurring programs such as story times, book discussions and regularly scheduled programs with repeat attendees should receive a program evaluation at least once per quarter.

The Library will endeavor to offer an equitable number of programs throughout the community. However, factors such as staffing levels, budget concerns, and other demands upon the staff will influence the number and types of programs able to be offered. Library staff who present programs do so as part of their regular job and are not hired as outside contractors for programming.

Ultimate responsibility for programming at the Library rests with the Library Executive Director, who administers under the authority of the Board of Trustees. The Library

Executive Director, in turn, delegates the authority for program management to the Program Coordinator, who coordinates this responsibility by working in partnership with the Program Lead Person and/or designated staff. It is the responsibility of the Program Coordinator to keep the Executive Director informed of the status of all programs.

The Library welcomes expressions of opinion from any library customer concerning programming. If a customer questions a library program, he/she should first address the concern with a Library staff member. Customers who wish to continue their request for review of Library programs must 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.

Approved by:

A handwritten signature in black ink, appearing to be the initials 'CBA' with a stylized flourish extending from the end.

Signature of Board President

Date