

Monroe Free Library
Programming Policy
(Approved 1/11/99)

Philosophy:

An important component of service to the public is that of programming. Programs, whether informational, educational, or for entertainment, provide a means to encourage library usage, promote information, and extend library service to all members of the community.

Definition:

Library initiated programming utilizes library staff, the library facility, and library resources. It can include library and community resource people, displays and media presentations. The program may occur inside or outside of the library building and may be presented by a staff member or other presenter. A program may be sponsored by the library, the Friends of the Library, the Board of Trustees, an outside agency, or combination of all these groups. As much as is possible, programming should be an extension of the information found in the library's collection.

Programming Issues:

The content of the programming is to be non-commercial in nature. While in some programming business or professional people may be asked to speak at a program, their information must be generic in nature, however, authors would be allowed to discuss and present their works.

- Library programs must meet the information needs and interests of the public. They may respond to current topics and/or issues. They may, for a time, follow certain themes. Public input on programming ideas is always welcome.
- Local talent and support, in the form of assistance, is often utilized at the discretion of the programming coordinators and the Director of the Library.
- Programs are generally held in the library either during library hours or after hours if special arrangements are made. Special arrangements include permission from the Director as well as a check on space availability. Programs may also be held out of the library building as in outreach to schools or other facilities and areas.

- Programs are of various durations: one time, weekly, or monthly.
- Every effort is made to schedule programs at times convenient to the target audience.
- All programs offered by the library will be free of registration charge. In some instances, materials fees may be charged or registrants may be required to provide their own materials.
- All efforts will be made to comply with any requirements speakers/presenters may request. These may include, but not be limited to, overhead projectors, water, flip charts, blackboards, books, videos, special seating arrangements, etc. All filled requests must be approved by the Director.
- Under no circumstances may a speaker/presenter solicit personal information from program attendees.

- In the process of presenting a program, a speaker may include a business card in any informational material they may distribute, however, the material may contain only information that is generic in nature.
- All informational material that will be distributed at a program must be approved, in advance, by program coordinator and/or Director.
- Attached (Appendix A) is a broad, non-inclusive list of general programming ideas.

Registration:

Due to the nature of some programs, advanced registration is required. When advanced registration is required, the following rules and regulations must be adhered to unless special permission has been granted by the Director.

- Programs may require certain proofs of age or residency. In the case of a minor, a parent or legal guardian must present identification. Program participation will be denied to anyone not producing the required proof.
- In cases where program registration is limited, program registration rules and procedures will be followed (for example, lottery system, first come first served etc.)
- Residency requirements may differ between programs. In cases where program registration is open to anyone, Town of Monroe residents will be given first consideration with out of district residents accommodated on a first come, first served basis.
- Children must be specified age by date of registration for that particular program.
- Registration may be made by phone or in person depending on the specific requirements of each particular program.
- Registration for programs will occur at the reference desk unless otherwise specified.
- Grant funded programs will be subject to the regulations of the grantor.
- Any restrictions imposed by registration requirements are solely due to limitations in space, resources etc. A person's right to attend a library initiated program "should not be denied or abridged because of origin, age, background, or view" (Article 5 of the Library Bill of Rights.)
- Every effort will be made to fulfill any special accommodations necessary for attendance at programs by person's with disabilities.

Responsibility for Programming:

Responsibility and decisions in regard to all registration procedures for library initiated programming will be given to the Department Head under whose jurisdictions the program falls. The Department Head may assign some programs or responsibility for some part of a program to staff under their direction. Ultimate responsibility will rest with the Director.

- Implementation of programs must not interfere with other library services. Schedule and budget considerations will limit the amount of programming available throughout the year.
- Some programming may involve food or refreshments. Depending on the programs, either refreshments will be provided or participants will be requested to bring a certain type of food. Unless otherwise specified, refreshments for most programs will be provided by the Friends of the Monroe Free Library. Program directors may also solicit

donations from outside sources for refreshments, in which case, some type of recognition will be made (for example display of business card and/or public mention during program.)

- In order to best facilitate positive programming results, the following considerations should be implemented:

1. Consider when it would be best to hold the program. Check for conflicts with other activities in the area.
2. Plan as far in advance (see Appendix C) as possible to insure speaker availability and adequate publicity time.
3. Consider writing a letter of invitation to speakers with a confirmation sheet (see Appendix B) outlining all pertinent points such as : title and theme of program, when and where it will be held, the sponsoring group if any, a brief description of the target audience, the type of presentation desired and a general statement of what outcomes the program will effect, the length of time scheduled, the amount of honorarium if any, and a request for any special requirements the speaker may have. Request that a biographical sketch be provided as soon as possible.

- Unless otherwise specified, the Monroe Free Library will handle all publicity for programs (See Public Relations manual.)

Funding:

Library initiated programs are funded in part by the operating budget with occasional additional support from grants, contributions from the Friends and/or other gifts and donations. Any speaker fee or honorarium must be approved by the Director as this may result in a program fee. Reading incentives shall be funded through gifts and donation.

Evaluation and Follow-Up:

Library initiated programs have quality presenters and content, both of which are regularly evaluated and, if necessary, changed to meet the needs of the public as well as to insure the effective administration of the facility. When appropriate, an evaluation form will be filled out by program participants. A letter of thanks and appreciation will be sent to the presenters.

Miscellaneous:

- The library does not endorse the statements or philosophies expressed in any program. The library reserves the right to cancel any registered program that does not meet minimum registration requirements.
- All programs must be approved by the Library Director.
- Concerns, questions, or complaints about programs are handled according to the same written policy and procedures which govern reconsideration of other library resources.

APPENDIX A

EXAMPLES OF PROGRAMMING IDEAS

- Book discussion
- Storytime Programming
- Family Nights
- Craft Programs

- Children's Reference Workshop
 - Movies
 - Parades
 - Teen Programming
 - Read-Ins
 - Adult Interest Programs
 - Summer Reading Program
 - Special Children's Programming (example, American Girl Dolls Tea and Dinosaur Diorama)
 - Outreach
1. Schools
 2. Senior Citizen Center
 3. Other