

Town of Clayton Policy & Procedure Statement

	
Policy Number	LIBRARY – 2023-03
Department	Library
Subject	Programming Policy
Approved By	Town Council – Resolution #2023-69
Effective Date	September 18, 2023
Revision Date(s)	

Purpose:

The Hocutt-Ellington Memorial Library (“Library”) is a welcoming space for building community and connecting people to ideas and resources. The Library aims to provide high-quality, engaging programs that reach people of all ages and backgrounds. Our informative programs portray a variety of viewpoints in order to meet the needs of Clayton’s diverse community. All programs are created to support the Library’s mission, vision, and goals. The Library provides free and open access to services, resources, and programs. Library-planned programs are available to all community members regardless of age, race, religion, gender, or political affiliation.

Policy:

This policy shall remain in effect until such time as amended by the Town Council

Programming Policy

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Purpose of programming

Library programs are developed to reflect our community, respond to emerging community interests, and sustain demonstrated interests and demand. Library programs extend and promote the role of the Library as a community resource; enhance the information found in library collections; offer a way for people to obtain information; encourage participation in civic life; and help to address the cultural and leisure-related interests of the Clayton community.

Programs also reflect equitable outreach and engagement to a diverse community while promoting a culture of inclusion and accessibility. The Library supports free and open access to information and ideas as stated in the Library Bill of Rights and the Freedom to View policies of the American Library Association. The Library upholds the right of individuals to access information, even though the content may be controversial or unacceptable to others.

Programming guidelines

All programs will contribute to the Library’s aim to create a welcoming space, whether in the Library or at outreach events. Reasonable accommodations will be made to ensure that programs are accessible to all who wish to attend and participate.

Ultimate responsibility for programming at the Library rests with the Library Director, who designates staff to create and implement programming. Programs will be developed in adherence to the following guidelines:

- Relation to Library mission and service goals
- Community needs and interest
- Presentation quality and appropriateness of content for intended audience
- Presenter expertise, qualifications, and reputation
- Availability of program space
- Budget and staffing considerations
- Connection to other community programs, exhibits, or events

Library programs are not used for commercial, religious, recruitment, or partisan purposes or for the solicitation of business. However, educational programs such as candidate forums that include invitations to all recognized candidates, may be offered. Library programs may address religious themes to educate

or inform, but not to promote, observe, or proselytize a particular religious conviction. Holiday programs may be offered for the entertainment of Library patrons.

Outside presenters, volunteers, and co-sponsors

The Library may draw upon other community resources when developing programs and may actively partner with other community agencies, organizations, educational, and cultural institutions as well as with qualified individuals to develop and present co-sponsored programs. Professional performers and presenters that reflect specialized or unique expertise may be hired for library programs.

Library selection of a co-presenter does not constitute an endorsement of the content of the program or the views expressed by presenters. Decisions to provide programs will be made on the merits of the program in serving the interests of community members. Co-sponsors should adhere to the [Co-sponsored Programs and Exhibits Policy](#).

Evaluation

Periodically, evaluation forms will be distributed to program participants so that staff may know what has been successful and so that staff may receive ideas for new programs. 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.

Patron and registration guidelines

Library programs will be posted via online calendar at least 60 days prior to the start of any program.

Some programs may be developed for a particular audience, i.e., attendees should be within the appropriate age group (such as children, teens, or adults) or may require an accompanying adult. All program participants must comply with the Library's Rules and Regulations for Conduct in the Library. The Library reserves the right to set age limits or recommendations for programs. In determining appropriate age recommendations, staff will consider the suitability of the program's materials, format, and program presenters and the relevance and suitability of topic, messages, and programming methods for the intended audience. Programs designed for specific audiences will be publicized as such.

The Library reserves the right to use video or photographs taken of program participants for internal use, publication, use in Library promotional outlets, and evaluation purposes. In each program, staff will provide participants an opportunity to opt out of photographs.

The Library will require registration for some events to allow for planning purposes or space limitations. In some cases, the nature and success of a program may limit attendance. The Library Director will have final approval.

Programs may be canceled due to inclement weather, low registration, technical difficulties, presenter absence, or at the discretion of the Library Director. Canceled programs are not necessarily rescheduled.

Challenging a program

The Library welcomes expressions of opinion from Library cardholders concerning programming. Patrons who have concerns about a program should first share their concerns with the Library staff member in charge of the event.

Any Library cardholder who wishes for the Library to reconsider the presentation of a Library program must fill out a "Request for Review of Library Program, Co-sponsorship, or Exhibit" form, either by contacting the Library Director for the form or by picking up a copy of the form at the front circulation desk. The request will be considered by a committee composed of the Library Director, the Library Management Team, and other staff as appropriate. The committee will communicate its decision in writing within 30 days to the person making the request.

If the person requesting the change is not satisfied with the decision, he or she may send a written appeal to the Director, who will present the appeal to the Library Advisory Board for their ultimate decision. The Library Advisory Board will review the appeal at their next regular meeting and will issue a final written decision to the person in question. The decision of the board is final.