

Kimberly Public Library Programming Policy

Adopted May 17, 2021

Purpose and Scope

The Kimberly Public Library supports its mission of inspiring and supporting life-long learning and the love of reading by providing programs for all ages.

Library programs benefit the community by introducing users and potential users to the resources of the library. Programs complement other services by providing an opportunity to highlight library collections, promote library resources, and share knowledge and expertise. Programs are also a mechanism for library promotion, allowing the library to forge community partnerships and attract new users. Programs raise the library's profile in the community and have a positive impact on library use.

This policy is intended to provide Kimberly Public Library staff, support groups, and other agencies in partnership with the library the necessary guidelines to assist them in the development of library programs. It is also designed to inform the public about the principles and criteria by which library programs are developed, offered, and promoted.

Not all programs and events that occur in the library are covered by this policy. Library meeting and study rooms can be used by the public without being defined as library programming and are governed by the Meeting Room Policy. This policy is intended to cover library managed and library sponsored programs as well as programs that are library partnerships with external organizations.

For purposes of this policy, a library program can be defined as a specific educational, informational, recreational, social, or cultural group event or activity sponsored or co-sponsored by the library. Programs may be ongoing, a series, or a one-time event.

Programming Resources

1. Library staff expertise, collections, services and facilities are utilized in developing and delivering informational, educational and recreational programming. In no particular order, the following criteria are used in making decisions about program topics, speakers, and accompanying resources:
 - Community needs and interests
 - Diversity, equity and inclusion
 - Availability of program space
 - Treatment of content for intended audience
 - Presentation quality
 - Presenter's background/qualifications in content area
 - Budget
 - Historical or educational significance

- Connection to other community programs, exhibitions or events
 - Relation to library collections, resources, exhibits or programs
2. 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.
 3. 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, sexuality, gender, religion, ability, or views, or because of possible controversy. Programs will not be cancelled because of the ideas or topics of the program or the views expressed by participants or speakers.
 4. Library staff who present programs do so as part of their regular job and are not hired as outside contractors for programming.

Policy Guidelines

1. All library programs are open to the public.
2. Every attempt will be made to accommodate all who wish to attend and participate in a library program. With reasonable notice, it is the responsibility of the library to secure use of such assistive devices to further this goal.
3. In general, library programs are free, however, a fee may be charged for library programs to recover the cost of a presenter, materials or supplies, when it would otherwise not be feasible to offer the program.
4. Registration may be required for planning purposes or when space is limited.
5. Programs may be held on site at the library or off site.
6. The library does not deny access to library-initiated programs if patrons owe the library for overdue fines or other fees, nor will program attendees be required to share their personal information in order to attend a program.
7. Though library programs may cause disruption to some library services and activities, staff will endeavor to mitigate the disruption whenever possible
8. The library reserves the right to set age limits or recommendations for programs.
9. The library reserves the right to cancel a program; rescheduling is at the library's discretion

Photography and Filming

1. Programs sponsored by the library within the library or at off-site library sponsored events may be photographed or video-recorded by the library staff or its representatives for internal use, display, and evaluation purposes.
2. The library may utilize photos and videos from public programs and events at the library and at off-site library sponsored events on its website, social media and in library publications.
3. Local credentialed media may photograph or film library events with express permission from the library.
4. Program presenters, speakers, and participants may bring and use cameras or videotape equipment to record the program for personal use with express permission from the library.
5. Attendance at a library sponsored program constitutes the consent of all attendees and the consent of the parents or legal guardians of any minor children in attendance, to the future broadcast, publication, or other use of photographs or videos at the sole discretion of the library.
6. To ensure the privacy of all individuals, including children, images will not be identified using full names or personal identifying information without the written approval from the photographed individual, parent or legal guardian.
7. Participants may request in writing that their image not be used by the library.

Content

1. The library's philosophy of open access to information and ideas extends to library programming. The Library does not knowingly discriminate through its programming.
2. Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by participants.
3. Program topics, speakers and resources are not excluded from programs because of possible controversy.
4. Sales of products at Library programs must be approved by the Library Director and/or his/her designee and benefit the library.
5. Programs are not used for commercial, religious, or partisan purposes or the solicitation of business.

6. While commercial sales are not allowed on library property, exempt from this are musicians, authors, film makers and performers who perform or present at the library's request. Before or after the presentation library-sponsored performers may sell their work and related merchandise. The library supports the rights of authors and other creators of literary, musical and artistic works to sell their works as part of a program to the public.
7. Library staff members implement library programs within applicable library policies and at the direction of the Library Director.
8. Planning and coordination of programming is done by library staff based on interests and needs of library users and the community. Library patrons and the local community members may recommend topics or speakers for consideration.
9. The library welcomes expressions of opinion from the public concerning programming. If an individual questions the content or topic of a library program, they should address the concern with a library staff member. Requests for review of programs will be considered in the same manner as requests for reconsideration of library materials as outlined in the Kimberly Public Library Collection Development Policy.

Sponsorship/endorsement

1. The library may partner or co-sponsor programs with other agencies, organizations, and businesses provided the programs are compatible with the library's Mission.
2. The library will generate joint programming and invite partners to co-sponsor or collaborate. Co-sponsorships and collaboration decisions are made on the basis of mutual need and equitable benefit between the library and potential partners. Costs for programs will be mutually agreed upon by both parties before the program is produced.
3. Co-sponsored programs must include involvement by library staff in developing program content, including library materials and resources, and utilizing logistical support such as meeting room space, audiovisual equipment, and the like.
4. Unsolicited offers from individuals or organizations to present programs will be evaluated by the same standards used by library staff, and the library reserves the right to decline sponsorship or resource requests.

Publicity

1. The library will generate and disseminate all publicity for library-sponsored or co-sponsored programs except where mutually agreed upon between the library and program partners.

2. Any requirements for publicity or sponsorship statements (such as crediting funding agencies or use of logos) will be mutually communicated, agreed upon between the library and program partners, and maintained by all parties.
3. For all library-sponsored or co-sponsored programs, the library will be the point of contact for all formal press releases and public inquiries except where mutually agreed upon by program presenters/partners and the library.
4. Only the library will have access to library publicity avenues such as mailing lists, web pages, or e-mail.

Responsibilities

1. Every library-sponsored or co-sponsored program will have a staff member designated as program supervisor. The program supervisor may collaborate or delegate some responsibilities for program coordination.
2. Managers and supervisors will direct their staff in the development and presentation of library programs.
3. Volunteers who develop or present programs will do so under the direction of a staff supervisor.

Evaluation

1. Library-sponsored or co-sponsored events may be evaluated by library staff through a variety of measures including, but not limited to, attendance, audience surveys or questionnaires, audience comments, presenter comments, and staff input.
2. Summaries of evaluation results are shared with the library board.
3. To determine which community needs and interests are best served through library programs, the library monitors community response to, and suggestions for, programming.