

Program Policy

Policy level: Library Board

Author: Director of Library Services

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Scope

This policy applies to all Library-organized, co-sponsored and partnership events offered to the public by the SD&G County Library. This policy does **not** apply to events that are developed for special purposes such as fundraising or donor recognition, or programs offered by other organizations on Library premises where space is rented and governed by the terms and conditions of the Library's Facilities Use Policy.

Purpose

The SD&G County Library's goal with programming is to connect members of the community with a wide variety of ideas and perspectives. The Library is not obligated to present a program which represents multiple and/or opposing viewpoints within one program or series. The Library is, however, obligated to offer the opportunity for other viewpoints to be presented. The Library welcomes proposals from individuals and community groups. Library staff will review the request to determine if the program proposal supports the Library's Mission Statement, and if the resources needed to implement the program are available.

Library programs are designed to:

- support life-long learning, including literacy, numeracy and problem-solving in a technology-rich environment;
- provide information, education and recreation opportunities to members of the SDG community;
- highlight and promote the effective use of Library services and collections by patrons;
- nurture community cohesion and reduce social isolation by bringing members of the community together;
- strengthen partnerships with a wide variety of organizations;
- attract new audiences to the SD&G County Library.

The Library may present programs that some individuals find controversial. Holding a program does not necessarily indicate an endorsement of its contents by the Library,

but rather is an affirmation of the principle of intellectual freedom as embodied in the *Canadian Library Association Statement on Intellectual Freedom*.

The SD&G County Library strives to avoid duplicating services offered elsewhere in the community, by consulting with community groups and with local municipalities' staff, and by posting its programs to those municipalities' community calendars.

Responsibility

Responsibility for planning, organizing and implementing programs will be determined and assigned by the Communications & Marketing Librarian. Specifically, as noted in the Job Descriptions:

- Library Service Assistants, in consultation with the District Supervisors, are responsible for planning and conducting programs for children, teens and adults in the local branch(es) where they work;
- District Supervisors have accountabilities in planning and developing system-wide programs for children, teens and adults;
- The Communications & Marketing Librarian, in close consultation with the Director of Library Services, is responsible for coordinating and planning the implementation of volunteer activities for Library events and programs.

Audience

The Library may set age or other guidelines for participation in a program, such as a children's program, when the program is designed and best-suited for a particular audience.

Every attempt will be made to accommodate all who wish to attend a program. When safety, or the nature of the program requires it, however, attendance will be limited. When limits must be enforced, attendance will be determined on a first-come, first-served basis or by pre-registration:

- The Library reserves the right to limit the number of attendees at programs, and preference will be given to SD&G County Library cardholders.

Fees

Fees for programs are determined on a program-by program basis.

Records

Evaluations of programs held will be kept on file as a resource for planning future programs.

Cancellation

The SD&G County Library reserves the right to cancel programs as deemed necessary and will make every effort to notify the public in advance.

Sources consulted: Haldimand County Public Library – Programs Policy, OP-14, rev. 2016; Kingston Frontenac Public Library – Programming Policy