



# Programming Policy

Approved by Board: September 21, 2023

## **Responsibility for Programming**

Ultimate responsibility for programming rests with the Manlius Library Executive Director who operates within the framework of the policies determined by the Board of Trustees. The Executive Director may delegate aspects of the implementation of this policy to Manlius Library staff, including but not limited to the Programming Librarian, the Youth Services Librarian, and the Teen Librarian.

## **Purpose of the Programming Policy**

Manlius Library offers programs to further its mission, “To enrich lives by empowering people, inspiring ideas, and building community,” vision, and values, found on our website.

Library programs are planned public activities that are initiated or presented in partnership by the library and take place at the library, at locations in the community, or online. Library programs include, but are not limited to: book talks, demonstrations, discussion groups, lectures, performances, story times, tours, and workshops.

The purpose of library programming is to further the mission of the library. They should address one or more of the following educational, recreational and/or civic needs:

- Encourage the use and awareness of the library and its resources
- Provide opportunity to broaden horizons, stimulate imagination and reflection, and expand experiences
- Provide programs for various age groups, cultures, and interests, while fostering cultural awareness, diversity, and equitability
- Promote early literacy, acquisition of skills, and a life-long love of reading and learning
- Meet popular demand, both existing and anticipated
- Increase library use by under-served populations
- Foster civic engagement and conversation
- Facilitate the sharing of local talent, knowledge, and expertise
- To educate and inform on a variety of topics, including but not limited to literature and cultural heritage, social awareness, health and well-being, information technology, and current events

## **Content**

The Executive Director and designated staff utilize library staff expertise, collections, services and facilities in developing and delivering programming. The library’s goal in programming is to connect members of our community with a wide variety of ideas and perspectives. The library strives to offer balanced views from all perspectives. Presentation of a program does not constitute the library’s



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endorsement of the content or views expressed by participants. The library's staff use the following criteria in making decisions about program topics, speakers, and accompanying resources:

- Community needs and interests
- Availability of program space
- Content of the program for its intended audience
- Presentation quality
- Presenter background/qualifications in content area
- Budget
- Relevance to community interest and issues
- Historical or educational significance
- Connection to other community programs, exhibitions or events
- Relation to library collection, resources, exhibits and programs

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. 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, or views, or because of possible controversy. Library staff who present programs do so as part of their regular job and are not hired as outside contractors for programming. External organizations or individuals partnering with the library on programs must coordinate marketing efforts with library staff.

## **Program Attendance**

All programs are open to the public; most are targeted toward a particular audience (adult, teen, children, families, for example) and therefore may have an age recommendation or restriction. It's the responsibility of the parents or legal guardians, not the Manlius Library staff, to guide their own children's use of the library and its resources and services. All patrons are expected to abide by the library's Code of Conduct. Patrons may on occasion be prevented from attending a program or library event if attendance exceeds the room capacity of the particular meeting room space. Every effort will be made to accommodate all who wish to attend a program. When safety or the success of a program requires it, attendance may be limited, or the event may be cancelled. When limits must be established, attendance will be determined on a first come, first served basis. Advance registration before the event may be used if attendance is anticipated to exceed program limits. Programs may be held on site at the library, or at an off-site location. Programs are not used for commercial or partisan purposes, or the solicitation of business.



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## **Evaluation**

Programs will be evaluated based on data collected from the audience, program partner(s), and staff. The library welcomes expression of opinion from patrons concerning programming. If a patron has a question regarding library programming, they should first address the concern with a library staff member. Patrons who wish to continue their request for review of library programs may submit a Request for Reconsideration Form, to be obtained from our website. Requests will be considered in the same manner as requests for reconsideration of library materials, according to policy.