



## **Library Program Policy**

Romeo District Library programs are events that promote the use of library materials and services, and/or offer the community educational, entertaining, or cultural experiences. Programs are planned for the interest and enrichment of the residents of our RDL community. The Library strives to offer a variety of programs that reflect the interests of our growing and diverse population.

Library programs shall generally be voluntary, free, and open to the public. However, at the discretion of the Library Director, a fee may be permissible for certain types of Library initiated programs, such as fundraisers for the Friends of the Library. The Library's philosophy of open access to information extends to library programming. The Library does not discriminate on the basis of race, color, religion, sex, gender, national origin, age or other characteristics protected by local, state, and federal law.

In some cases, the nature and success of a program may require a limited attendance based on age, especially programs intended for children and teens that are geared to their interests and developmental needs.

Non-staff program presenters will be selected from local, regional, and national talent in order to prepare a program schedule that is balanced and diverse. Requests from individuals to present programs, including author reading and signings, are considered and weighed against the public's demonstrated interest in a topic, budget, and other allocated resources, as well as the presenter's demonstrated qualifications, expertise, and reputation. Decisions on which programs to offer are made by the designated librarian staff with approval from the Library Director.

Library programs must be non-commercial in nature. Although a professional expert may present a program, the information should be generic in nature and not offered with the intention of soliciting future business. Library programs must have educational, informational, or cultural value to the community. No individual or organization shall use a program at the Library to advertise or recruit members or customers. Programs are not used for commercial, religious, or partisan purposes.

Co-sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by the participants and this will be noted on publicity. Co-sponsorship is defined as the library working with another agency, presenter, or business to provide a program (as defined above) for library patrons. Priority co-sponsorship will be given to local government agencies. Agencies, businesses, or organizations that participate in co-sponsoring a library program receive acknowledgement on the library website and local publications.

The Library and its employees will not be liable for the content of any program presented by a third party. Professional performers or presenters will be permitted to sell their creative products (CDs, books) only if the Library Director has agreed in advance to such an arrangement. Presenters are encouraged to donate a copy of their work to the Library for possible inclusion in the Library collection.

Timely and adequate public announcement shall be made of all programs. Organizations or individuals partnering with the Library must coordinate marketing efforts with the librarian who arranged the program. Press releases, public notifications, and marketing publicities must be approved by the Public Relations Specialist or Library Director.



Library staff who present programs do so as part of their regular job and are not hired as outside contractors for programming.

A distinction must be made between programs which are initiated by the Library and programs initiated by groups outside the library who are using programming space. The Library promotes the free and open exchange of ideas. The Library does not attempt to control or be responsible for the content for programs it does not initiate. It recognizes that the group bringing the program to the Library is responsible for its content and execution. Advertising and publicity for programs not initiated by the library must include a contact phone number for the group/individual responsible for the program and must not include the Library's phone number. The Library's name may be used only in reference to location, not sponsorship, affiliation, or endorsement of a program not initiated by the Library. Any publicity for a non-Library initiated program must include the following disclaimer: *"This program is neither sponsored nor endorsed by the Romeo District Library."* A draft of any publicity or announcement for a non-Library initiated program must be approved by the Library Director or his/her designee before any promotion or advertising is shared.

The Library does not offer programs that support or oppose any political candidate or ballot measure. However, election information, such as a candidates' forum that invites all recognized candidates, may be offered. Library visitors may not be asked to sign a petition or letter as any part of any program at the Library.

Ultimate responsibility for programming at the Library rests with the Library Director, who administers under the authority of the Board of Trustees. The Library Director, in turn, delegates the authority for program management to designated librarian staff. It is the responsibility of those staff members to keep the Library Director informed of the status of all programs.

The Library welcomes expressions of opinion from any library patron concerning programming. If a patron questions a library program, he/she should first address the concern with a library staff member. Patrons who wish to continue their request for review of Library programs must submit a Request for Reconsideration form. Request for review of programs will be considered in the same manner as Requests for Reconsideration of library materials as outlined in the Library's Materials Selection Policy.