

PUBLIC PROGRAM POLICY

The Library supports its mission of connecting people with the world of ideas, information, and imagination by developing and presenting programs that provide additional opportunities for education, entertainment, and enrichment. Programming is an integral component of library service that:

- Expands the Library's role as a community resource
- Introduces customers and non-users to Library resources
- Offers lifelong learning for all ages
- Expands the visibility of the library
- Provides cultural enrichment

Ultimate responsibility for programming at the Library rests with the Library Director, who administers the service under the authority of the Board of Trustees. The Library Director, in turn, delegates the authority for program management to the Community Relations Coordinator, Children's Services Coordinator, Adult Services Coordinator and the Teen Services Librarian.

The Community Relations Coordinator, Children's Services Coordinator, Adult Services Coordinator and the Teen Services Librarian will use the Library's staff, collections, services and facilities in developing and delivering programs, along with other presenters and organizations. The Library's staff use the following criteria in making decisions about program topics, speakers, and accompanying resources:

- Relevance to community needs, interests, and issues
- Availability of program space
- Treatment of content for intended audience
- Presentation quality
- Presenter background/qualifications in content area
- Budget
- Historical, educational, and cultural significance
- Connection to other community programs, exhibitions or events
- Relation to Library collections, resources, and exhibits

In addition, 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.

Library programs are generally free and open to the public. A fee, however, may be charged for materials used for the programs. The Library's philosophy of open access to information and ideas extends to Library programming. Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by participants, and program topics, speakers and resources are not excluded from programs because of possible controversy.

The Library reserves the right to deny attendance to anyone becoming disruptive to audience members or to the program presenter, and to anyone in violation of the Library's Code of Conduct. Adult supervision is required at all programs involving youth, in accordance with the Library's *Unattended Children Policy*.

Registration may be required for planning purposes or when space is limited.

Programs cannot be used for commercial, religious, or partisan purposes or for the solicitation of business.

Any sales of products at Library programs must be approved by the Library Director and must benefit the Library. Books and CDs may be sold at library sponsored programs if the items are directly connected to the performance or presentation. The performer is responsible for processing all payments.

Employees may take pictures or videos of participants in the library for promotional use. If individuals can be identified in these images their permission must be granted in writing before the images are used by the library.

External organizations or individuals partnering with the Library on programs must coordinate marketing efforts with the Library's Community Relations Coordinator.

Animals that are part of Library programs must be caged or accompanied at all times by their handler or trainer.

If a customer questions a library program, he/she should first address the concern with a Library staff member. Customers who wish to continue their requests for review of Library programs may submit the Request for Reconsideration form. Requests for review of programs will be considered in the same manner as requests for reconsideration of library materials.

Approved by the Cuyahoga Falls Library Board of Trustees, January 27, 2015