

## **Programming Policy**

Hepburn Library of Hermon

Adopted February 28, 2023

Programming is an extension of the services provided by the library for the purpose of promoting library materials, facilities, or services, as well as offering the community informational, entertaining, or cultural experiences. Programs are defined as planned activities or events for the community that may be developed and presented by library staff or may be co-sponsored by the library and other community organizations. Programming includes such activities as story times, films, crafts, activities, summer library programs for children, guest speakers, and book or author discussion groups. Selection of topics, speakers, courses, classes, and resource materials will be made by library staff on the basis of these criteria:

- Community needs and interests
- Presentation quality
- Relevance to community interests and issues
- Historical or educational significance
- Presenter background/qualifications in content area
- Connection to other community programs, initiatives, or events
- Relation to library collections, resources, exhibits and programs
- Potential of program to provide enrichment and entertainment opportunities
- Availability of program space
- Budget Library programming should not exclude topics, books, speakers, media, and other resources because they might be controversial.

The library does not conduct programming that is purely commercial or religious in nature. The board, in conjunction with the library director, will establish a budget and goals for programming to facilitate the effective implementation of this service. Library programs are open to the public without charge. Programs are open to all; staff will make every effort to accommodate all who wish to attend a program. Some programs may be limited to age-specific audiences. Staff may cap attendance due to room capacity or presenter request, either at the door or by requiring advance registration. Attendee limits and registration information, if required, will be clearly provided in the program descriptions on the library's website. Virtual Programs at times the library may choose to offer programming in virtual formats to allow for greater accessibility and flexibility for our patrons. All virtual programming will be established in accordance with the library mission and programming policy.