



Linda A. Devlin, Director

<b>CUS-7 Programming</b>
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<b>Effective: December 9, 2025</b> Supersedes: February 14, 2023; June 15, 2022
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<b>Policy Statement:</b> The library supports its mission by developing and presenting programs that provide additional opportunities for information, learning, and entertainment. Programming expands the library's role as a community resource, reflects engagement with diverse communities, and promotes a culture of inclusion.
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### **Regulations**

- A. All programs are free and open to all members of the public.
- B. Ultimate responsibility for programming rests with the Library Director, who delegates program management responsibility to designated staff.
- C. The following criteria are used to make decisions about program topics, speakers, and accompanying resources:
  - Relevance to community needs and interests
  - Support of the Library's mission, strategic initiatives and goals
  - Current demand
  - Treatment of content for intended audience
  - Presentation quality
  - Budget
  - Availability of program space
  - Qualifications and reputation of the speaker or presenter
  - Available resources, including staff time
- D. Program attendance may be limited based on age, especially programs intended for children and young adults that are geared to their interests and developmental needs.
- E. Every attempt will be made to accommodate all who wish to attend a program. However, when safety, cost, or the success of the program requires it, attendance may be limited. When limits must be established, attendance will be determined on a first-come, first-served basis. Registration for programs may be done on the Library's website or by calling or visiting the Library.
- F. Programs may be cancelled due to weather, low registration, or absence of the presenter. Cancelled programs may or may not be rescheduled.



- G. The Library offers virtual programming. These programs utilize Library approved virtual meeting platforms.
- H. Virtual programs will be hosted via the Library's virtual meeting accounts. At least one designated Library staff member will act as host. While hosting the virtual program, the host may mute attendees, lock the event after the program has begun, and remove participants due to violations of Library policy.
- I. The Library reserves the exclusive right to record any or all virtual programs. Library staff will inform all program participants when recording takes place.
- J. Attendees at all programs are expected to adhere to the Library's Customer Behavior Policy (CUS-2) while in attendance.
- K. The Library's sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by presenters or participants.
- L. The Library does not sponsor free programs offered by for-profit organizations and businesses.
- M. Programs are not used for solicitation of a business or for commercial, religious, or partisan purposes.