



## PROGRAM POLICY

### Definition

A program is defined as a coordinated activity or event with a specific purpose, such as highlighting collections, services, learning about the community or sharing knowledge and expertise.

### PURPOSE

The Longview Public Library provides programs that supports our core values of access, equity, and building a community of learners. Programming is an integral component of library service that:

- Expands the library's role as a community resource
- Introduces community to library resources
- Provides entertainment and learning opportunities
- Expands the visibility of the library
- Attracts new library customers
- Promotes social skills and language development
- Gives the community opportunities for engagement, community involvement, collaboration, and learning

Library staff will use their expertise, collections, services, and facilities in developing and delivering programming and uses the following criteria in making decisions about program topics, speakers, and accompanying resources:

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

In addition, the library draws upon other community resources in developing program partners with other 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 programs; performers and presenters will not be excluded from consideration because of their origin, background, or views, or because of possible controversy.

### ACCESS

While most library programs are free and open to the public, a fee may be charged for certain types of library programs and approved by the Library Director. Attendance may be limited due to space, or when safety or the success of a program requires it. Limits will be accomplished on a first come, first served basis either with advanced registration or at the door. The library's philosophy of open access to information and ideas extends to programming, and the library does not knowingly discriminate through its 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 welcomes expressions of opinion from customers concerning programming. 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 request for review of library programs may submit a Request for Reconsideration form to the Library Director and can be obtained at any library service desk. Requests for review of programs will be considered in the same manner as requests for reconsideration of library materials.

Any person needing an accommodation for a disability in order to access the benefits of the library's services, programs, or activities under the Americans with Disabilities Act should contact a library manager no less than seven (7) working days prior to the program.

## **PROGRAM GUIDELINES**

- All individuals, groups or organizations who are interested in conducting an event or class at the library should submit the Library's Program Proposal Form.
- Library events are typically scheduled a minimum of three months in advance.
- Presenters are expected to supply their own materials or handouts, unless discussed in advance with staff.
- Presenters who are being paid to present must submit a presenter agreement, invoice, and W9 form annually in advance of their program and will be paid within 30 days after their program.
- The library may co-sponsor programs with entities whose mission and goals are compatible. Co-sponsorship decisions are made on the basis of shared interest, responsibility and benefits.
- All programs must be respectful to all communities and must not espouse hatred or violence.
- Program suggestions from the public and/or unsolicited offers from individuals or organizations to present programs will be evaluated by the same standards used to select library-initiated programs.
- Performers and musicians who use music, movies or other copyrighted materials in programs should only use material for which they have permission to use. The library expects that performers and musicians will obtain any necessary copyright permission and/or license for any non-original works used for any library event. This includes works performed live and/or use of recorded music.
- Presenters that use animals in their programs must submit proof of liability insurance and be approved by the Library Director.
- The library does not sponsor events that promote businesses or for-profit enterprises. This does not mean, however, that representatives of businesses and for-profit enterprises cannot be presenters in library-sponsored events. Any information must be of general interest to the intended audience and applicable to situations that do not require purchasing a specific product or enrolling in a specific fee-

based program. Enrollment for these programs will not be allowed. Presenters are permitted to have business related brochures, flyers, or other informational items available for attendees to pick up if interested. Such materials cannot be distributed as part of the event.

- Performers or contractors will not discriminate against any employee or applicant for employment because of race, color, religion, national origin, ancestry, age, sex, sexual orientation, gender identity, marital status, or physical or mental disability. The contractor will comply with all laws concerning the prohibition of discrimination.

**Recommended for approval: Jacob Cole 7/29/2022**

**Approved by Library Board: 8/1/2022**