

William B. Ogden Free Library  
LIBRARY PROGRAM POLICY

## **Policy**

The William B. Ogden Free Library supports its mission of enriching the literary and cultural lives of our community members by developing and presenting programs that provide additional opportunities for information, learning, and entertainment. All programs at the library are open to the public and normally offered free of charge. A fee may be charged for certain types of library programs, such as where there is a cost for materials to participate in the program.

In addition, the library draws upon 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 who reflect specialized or unique expertise may be hired for library programs. Library staff who present programs do so as part of their regular job and are not hired as outside contractors for programming.

The responsibility for library programming rests with the Library Director, who administers programming under the authority of the Board of Trustees. The Library Director, in turn, delegates the authority for program management to appropriate staff.

Library staff may use, but are not limited to, the following criteria in program planning:

- Expressed community needs and interests
- Budget and cost of program
- Space required for program
- Historical or educational significance
- Connection to other community programs, exhibitions, or events
- Presenter background/qualifications in content area
- Presenter qualifications/references as program presenter
- Relevance/appropriateness of program to library's mission and goals
- Staff time

## **Non-Commercial**

Library programs must be non-commercial and should not contain commercial advertising or direct solicitation. Presenters may not promote or solicit particular existing or future products or services during presentations or during the presenter's time in the library.

At events sponsored by the library, such as author talks and musical performances, pertinent items (i.e., books, musical recordings, etc.) may be sold by the presenter with prior approval from the library.

## **Sponsorship**

Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by participants. Program topics, speakers, and resources will not be excluded from programming because of possible controversy.

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**Registration**

Registration may be required for planning purposes or when space is limited. When limits must be established, attendance will be determined on a first come, first served basis, either with advanced registration or at the door. In some cases, the nature and success of a program may require a limited attendance based on age. (e.g., programs intended for children and teens that are geared to their interests and developmental needs).

Presenters are not allowed to implement their own signups or collect contact information from program attendees unless approved. Presenters may provide their contact information so that attendees can voluntarily contact them after the program has concluded. Programs may be held on or off site.

Programs may be cancelled for a number of reasons, chiefly: severe weather, absence of the presenter, or low registration. Cancelled programs are not automatically rescheduled.

Exceptions to this policy may be made at the discretion of the Board of Trustees as it deems in the best interest of the library and the community.

Adopted: July 26, 2022

Reviewed without Changes: April 2023