Glenwood Public Library Policy

Programming Policy

2025.01.08

January 8, 2025

Approved By Glenwood Public Library Board of Trustees

_____

_____

_____

_____

_____

Library Director Signature

_____

Staff Signatures

**PURPOSE:**

Programming policy is designed to guide the Glenwood Public Library when developing and implementing programming. Programming is designed to promote literacy, facilitate the use of technology and meet the informational and recreational needs of all people in the Glenwood community.

**SCOPE:**

The library presents programs for various age groups, cultures, backgrounds and interest groups. Programs may be targeted at a general audience or be tailored to an age-specific audience. This policy applies to all programs that the Glenwood Public Library sponsors. Programs may be sponsored independently by the library or may be done in cooperation with other agencies.

**POLICY STATEMENT:**

1. Staff will be responsible for scheduling programs as described in their job descriptions. These can be produced/created in-house, or they can use outside sources as presenters.

2. All in-house and offsite programs must be scheduled at least 3 months in advance.
    a. Last-minute program planning should be done sparingly and with the Director's approval.
    b. The Library will inform the public of programs in a timely manner through print publications, local media, and the electronic media.

3. Staff will all be responsible for scheduling offsite location, either to present a Library program or to meet with a prospective partner/sponsor.

4. Programming topics should augment the library's collection, services, and/or facilities.

5. Program selection and development are subject to the following guidelines
    a. Provides opportunities to widen horizons, stimulate imagination and reflection, and enlarge experiences
    b. Meet the needs and interests of the community
    c. Align to current service priorities and promotion plans
    d. Meet popular demands, both existing and anticipated
    e. Present both sides of controversial issues, where possible
    f. Balances special group interest with general demand
    g. Does not promote a specific commercial enterprise
    h. Within operational and budgetary limitations
    i. Program priority is based on its potential to reach the goals and objectives set forth by the library's strategic plan
    j. Program content is appropriate for group presentation

k.  Space and physical arrangements are safe and conductive to effective program delivery
l.  Programs are open to all, including non-residents and non-card holders.  Pre-registration may be required.  Some programs are limited to age specific audiences.
m.  Admission to library programs is free.  A small fee for materials may be charged.
n.  Programs are non-commercial.  Presenters may have business affiliations, but no solicitation or promotion for business purposes will be permitted.
o.  Sale of books/CDs/artwork by authors/performers/artists is permitted as part of a library program when arranged for in advance.
p.  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.
q.  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.
r.  Programs are held in library facilities when possible and appropriate.  Meeting room capacities will be observed.  Other locations will be considered when the library is not equipped to handle an event or an alternate venue will encourage access and attendance.
s.  Library Behavior Policy shall be applied to all library programs both onsite and offsite.

6.  Program must benefit the community by
    a.  Being responsive to current interests
    b.  Serving as a forum for idea sharing, information gathering, and education
    c.  Promoting cultural awareness
    d.  Developing informational literacy
    e.  Offering training and assistance with new technologies
    f.  Fostering a love of reading and learning
    g.  Providing early literacy experiences to young children
    h.  Providing a safe, welcoming environment for meeting with others
    i.  Community awareness and development

7.  Examples of Library Programs
    a.  Book discussions
    b.  Story times and storytelling
    c.  Family literacy programs
    d.  Author visits and readings
    e.  Artistic and music performances
    f.  Film showings
    g.  Demonstrations and workshops
    h.  Instructional classes/training sessions
    i.  Lectures and presentations
    j.  Exhibits and associated programs

k. Community forums
l. Library tours and orientations

8. The Glenwood Public Library may enter into a partnership or sponsorship and to provide guidance in the development of those relationships as a means of pooling resources between partners or sponsors that will enhance or improve Library services, programs, collections, and /or facilities:
   a. Partner
      i. An institution, organization, business, or individual that collaborates with the Library to provide programs and/or services to the public in ways that are mutually beneficial to and in support of the missions of both the Library and the partner, without the exchange of money.
   b. Partnerships
      i. Institutions, organizations, businesses, or individuals working together in an effort to accomplish a common goal with a shared sense of purpose and responsibility for the outcome.
   c. Sponsor
      i. An institution, organization, business, or individual who financially contributes to the Library in support of a collection, service, or program.
   d. Sponsorship
      i. A mutually beneficial exchange, whereby the sponsor receives a benefit of reciprocal value in return for providing cash or gifts to the Library.
      ii. Sponsorships do not imply Library endorsement of the sponsor's product or service.
   e. Institutions, organizations, businesses or individuals compatible with the policies, vision and goals of the Glenwood Public Library will be considered for potential partnership or sponsorship.
   f. The Glenwood Public Library will only enter into partnerships and sponsorships determined to be in the best interest of the Library.
   g. Partnerships and/or sponsorships will be subject to the approval of the Library Director, or designee.
   h. The Library will assess the needs and expectations of the community by seeking and considering public input, and by consulting openly and actively with Glenwood residents through a variety of mechanisms including, but not limited to, comment cards and community satisfaction surveys.
   i. The Library will improve and expand community and corporate partnerships as a means of enhancing collections, services, and programs by communicating and interacting with local businesses and non-profit organizations to develop positive, lasting relationships.
   j. The Library will pursue mutually beneficial interactions with the community outside the Library facility in order to better communicate services, programs, and resources for a variety of audiences.