

LIBRARY PROGRAMS

Programs sponsored by the Library will support the stated mission, *vision and strategic plan* of the Library. Responsibility for library program development is vested in the Associate Director of Public Services, and such members of the staff whose job or committee work include program responsibilities. Library programs strengthen the Library as a vital part of the community, enhance the library experience for regular library users, and help the Library reach out to new and diverse constituencies. The Library offers educational programs with an emphasis on life-long learning to increase both readers and users of the library.

Programs are planned:

- to attract people to the Library
- to publicize the materials and services provided by the Library
- to help people become self-reliant library users
- to foster the joy of reading and excitement about lifelong learning
- to stimulate use of all types of information resources and services
- to encourage dialogue from people regarding the Library's resources and services
- to encourage creative expression, stimulate imagination, and promote curiosity about the world

The awareness of the needs and interests of residents and businesses, the knowledge of the community resources and programs, and consideration of the use of Library materials, funds, and staff help determine specific programs. The Library may sponsor cooperative programs with other agencies, organizations and educational institutions to better serve the community. Library presenters and the content of the presentations are regularly evaluated.

Library programs are planned in several months in advance to meet media and publicity deadlines. Library programs may be offered inside and outside of the library facilities. Library programs may require registration. Limits on the number of people able to attend may be necessary due to facility, program, or performer limitations. The Library reserves the right to limit programs to cardholders or residents of its service area. Non-residents may attend if space is available. The Library may set a registration fee for programs:

- When insufficient funds exist in the Library programming budget to cover speaker's fees or materials required for the program.
- When it is the policy of a cooperating or partnering organization or agency to charge a registration fee.
- When the fee for those special events is clearly designated to support library-related fundraising.

Library programs are funded in part by the operating budget with additional support from grants, contribution from the Friends of the Library, gifts, sponsorships, and partnerships. Single programs that cost \$5,000 or more of Library operating expenses need to be submitted to the Program Planning and Service Policy Committee for review and approval.

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No individual or organization who presents a program at the Library will be permitted to sell their product or services during their presentation or during their time at the Library, with the exception of authors who come to speak about their books or performers who have recordings of their music.

Organizations or business affiliation of presenters or co-sponsoring agencies will be used by the Library in promoting programs. This does not constitute endorsement. All materials to be used by a co-sponsoring organization must be approved by the Library before the scheduled program.