

Middleton Public Library

POLICY FOR LIBRARY-INITIATED PROGRAMS

- I Purpose and Philosophy
- II Content
- III Priority
- IV Registration
- V Evaluation

I **Purpose and Philosophy**

- (A) A "program" is a planned interaction between the library staff and members of the community. Its purpose is to promote library materials, facilities, or services, as well as to offer the community an informational, entertaining, or cultural experience.
- (B) Library-initiated programming is a library resource that provides information, education, and recreation to library users. Library-initiated programming utilizes library staff, materials, community resources, resource people, displays, and media presentations.

II **Content**

- (A) Library-initiated programs must be non-commercial in nature. Although a professional or business person may be invited to speak, the information presented should always be generic in nature. Exceptions are made for authors selling copies of their books and artists selling CDs and tapes of their music.
- (B) Selection of library-initiated program topics, speakers, courses, classes, and resource materials should be made by library staff on the basis of interests and needs of library users and the community.
- (C) Library-initiated programs should not exclude topics, books, speakers, media, and other resources solely on the grounds that they might be controversial. Such programs, however, do not in any way constitute an endorsement of a controversial topic by the library staff or board.

III **Priority**

- (A) Library staff assigned to programming responsibilities are often responsible for staffing the public services desks. Therefore, the amount of programming offered must not interfere with other library services. Schedule and budget considerations will also limit the amount of time staff can spend on program planning and implementation.

IV **Registration**

- (A) Attendance at programs which require advance registration or tickets will be available on a first-come, first-served basis.
- (B) There will be no charge for library-initiated programs, except for those that serve as library fundraisers.
- (C) Library staff reserve the right to limit attendance at library-initiated programs due to space considerations or the wishes of the program presenter.
- (D) In accordance with the library's "Group Visits and Tours Policy", any group wishing to attend a library-initiated program, should contact the library at least one week in advance.
- (E) The Youth Services staff will schedule storytimes or other special programs for groups at times that are mutually convenient and that best meet the program's goals.
- (F) Some programs may require permission slips for attendees under the age of 18, due to safety concerns or possible liability.

V **Evaluation**

- (A) The staff member responsible for a program's planning and implementation will complete a "Program Evaluation Report". This report will include the following information: name of event, date, location, presenter(s), attendance, publicity, preparation time, set-up, description of program content, and a brief evaluation. These reports will be reviewed by the Library Director on an annual basis.

Adopted by the Library Board
November 14, 1995
Amended December 14, 2004