

Middleton Public Library

PROGRAM, EVENTS, AND VIRTUAL OFFERINGS

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I. Purpose

(A) The Middleton Public Library, in accordance with its mission and vision, offers programs and events to meet the educational, informational, recreational, and cultural needs of our diverse community. This policy works to support the library's goals to:

1. Promote lifelong learning
2. Support cultural diversity
3. Provide opportunities for community gathering

(B) The library seeks to include a variety of programming options representing a diversity of genres, formats, ideas, and expressions with a multitude of viewpoints and cultural perspectives that reflect the diversity in our community.

(C) This policy serves to provide library staff with guidelines to assist in the development of library programs, events, and virtual offerings. It is also intended to inform the public about the principles and criteria by which programs are selected.

II. Planning and Implementation

(A) Selection and planning of library programs and virtual offerings is the responsibility of the professional staff of the Middleton Public Library. Other staff members and the public may recommend programs, events, virtual offerings, partnerships, and outreach engagement for consideration at www.midlibrary.org/Collaborate. The director may delegate the authority to interpret the policy in day-to-day decisions to professional staff members. The director retains the authority to reject or approve any such recommendations as listed above.

- (B) Selection and planning of library programs and exhibits will be based on the interests and needs of the community and is subject to staff, budget, and space availability.
- (C) The Library may partner with other agencies, organizations, businesses, and individuals, provided the programs and exhibits are compatible with the Library's mission and vision.
- (D) Library sponsorship of a program or virtual offering does not constitute an endorsement of the content of the program or exhibit. Beliefs and opinions expressed during library programs by speakers, presenters, performers, or participants do not necessarily represent the viewpoint of the Middleton Public Library.
- (E) Outreach programming will be developed with consideration for the principles of accessibility, equity, and inclusiveness, and will contribute to extending the Library's safe, supportive, and welcoming environment beyond the physical library facility. While reasonable accommodations will be made to ensure outreach programs are accessible to all who wish to attend and participate, access to and availability of facilities and services at a partner location, or outside in a park or at a special event, are subject to that partner, organizer, or organization's policies and procedures, and facility or service accessibility and availability. All programming held outdoors is weather dependent and, as a result, may be postponed, rescheduled, or cancelled, sometimes with minimal notice. Rescheduling an outreach program is dependent on staff and facility availability.
- (F) Library programs must be non-commercial in nature. While organizations, businesses, and individuals may offer their expertise on topics of interest at no charge, they may not actively promote themselves during a program. Information about the organization may be made available by request or on a table for participants. Presenters may not actively solicit participants' contact information.
- (G) Performers, presenters, and exhibitors may be allowed to sell items that are directly related to the event, such as books or music recordings, with advance permission from the staff member planning the event or the library director.
- (H) All library programs must be open to the public at no charge, unless they are a fundraiser for the Middleton Public Library or Friends of the Library. Only library-sponsored or cosponsored programs, events, or exhibits may involve monetary solicitation, sale of items, or fundraising activities.

- (I) The Middleton Public Library recognizes that at any given time, some programs, events, or virtual offerings may be deemed inappropriate or offensive by some patrons. Selection of programs and events are based on the principles stated in this policy. Library programs, events, and exhibits will not exclude topics solely on the grounds that they may be controversial.
- (J) The Library Board believes that censorship is purely an individual matter and declares that while anyone is free to reject for themselves programs, events, or virtual offerings that they do not approve of, they cannot exercise this right of censorship to other persons to attend or view. The Middleton Public Library adheres to and supports the [Library Bill of Rights](#), [Freedom to View Statement](#), and the [Freedom to Read Statement](#), as set forth by the American Library Association (ALA).

III. Attendance

- (A) Attendance at programs may be drop-in, or in the case of limited space or resources, may require registration. Registration will be made available on a first-come, first-served basis. In cases of drop-in programs, attendance may be limited when safety or the success of a program requires it.
- (B) Programs may be designed with certain age-limit parameters. Exceptions may be made at the discretion of the presenter or organizer.
- (C) While some programs may be designed for children under the age of 8 to attend independently, parents and caregivers must remain in the building. Responsibility for supervising children's attendance at programs, events, and exhibits lies with parents or legal guardians.
- (D) Any group wishing to attend a library program is asked to contact the library two weeks in advance to confirm there will be space for a large group.
- (E) Participants consent to be photographed and/or filmed and give permission for those images to be used for library promotion. Participants who do not wish to be photographed should notify library staff.
- (F) To request sign language interpretation or other accommodation, please contact the library at least two weeks before the event. Please contact the Library Director with questions, comments, or concerns about library programs, events, or virtual offerings.

IV. Virtual Offerings

- (A) In an effort to reach the greatest volume of patrons and to continue to provide library programming during times when the physical building is not open, the library may offer virtual programs. These programs will utilize a library approved virtual meeting platform that registered patrons may use to access virtual programs from their own devices and may include programs that are simultaneously run at the physical library, along with programs that are solely offered virtually.
- (B) All library virtual programs will be hosted via the library's virtual meeting account, and the presenter will be made the "co-host". A library staff member set as the "host" will be present for all virtual programs to manage the event and deal with any technological, logistical, or behavioral issues that may arise. While hosting the virtual program, the library will follow standard industry best practices for virtual events, such as muting attendees, locking the event after the program has begun, etc. All virtual programs will require patrons to register in advance, and library staff will e-mail registered patrons a link to log in on the day of the program. Those not registered before the start of a virtual program will not be allowed to attend. Patrons attending library virtual programs are expected to adhere to the Middleton Public Library's Appropriate Behavior Policy while in attendance, and failure to do so during a virtual program may result in their immediate removal from said program. Depending on the severity of the violation, individuals may also be banned from attending some or all future library virtual programs.
- (C) Patrons are required to use their own equipment to attend library virtual programs, and while the Middleton Public Library will make its best good faith effort to utilize a virtual program platform that will be compatible with the broadest array of hardware and operating systems, the Library makes no guarantees that every patron will be capable of accessing library programming virtually using their personal devices or internet connections. Furthermore, the Library makes no guarantees of the quality of the audio or visual aspects of its virtual programs, nor of the stability of the internet connection on the side of the patron, presenter, or library host. While the Library will make all reasonable efforts to ensure the digital security of its virtual events, patrons attending said events understand and accept that all online activity comes with some degree of risk and agree that the library is not liable for any emotional or financial damages that may result from attending a library virtual event.

Adopted June 9, 2020