

Meeting Date: September 13, 2021
Type of Item: Policy Revision Review
Subject: Programming Policy
Presented by: Angela Kettle and Katie Auman
Recommendation: Review and adopt policy revision

Background

In May, Angela Kettle and Katie Auman reviewed the District’s existing Programming Policy (4.1) for accuracy and relevance, and to determine whether changes were required to improve the effectiveness of and/or clarify the policy. This review resulted in a rewrite of the policy to reflect best practices in library programming.

The Process

- Compared the District’s existing policy to 21 programming policies from 20 different libraries to identify areas for improvement.
- Consulted ALA Office for Intellectual Freedom.
- Collaborated with the District’s public service managers.

Policy Revisions

Based on our research and comparisons, it was clear that the existing programming policy would need to be updated to address District-wide standards and expectations for programming, including

1. District criteria for selecting programs initiated by staff and by community members
2. Responsibility for obtaining necessary copyright permissions
3. Customer access to programs
4. Privacy and personal information
5. Associated District policies

Recommendation

Adopt revised policy. Angela Kettle and Katie Auman hope that the Board of Trustees members will review and adopt the revised social media policy for the District.

4.1 *Programming Policy*

The Poudre River Public Library District provides programs to the public to fulfill its mission: we enrich the community by providing universal access to resources for knowledge, innovation, and enjoyment (see Policy 1.2).

Selection

Programming may be solely provided by the District or in partnership with other community members and organizations (see Policy 2.12).

The District Executive Director entrusts District staff with researching, planning, delivering, and evaluating programs. Staff will use an evaluative process to provide programs that balance:

- The Mission and Values of the District
- The current District Strategic Plan
- Cost-effective and efficient use of resources

The District's involvement in a program does not constitute an endorsement of the views expressed by presenters or participants. The library does not offer programs that are purely commercial or that conflict with library policies, including Policies 1.5, 3.5, 3.6, and 4.5. The District does not exclude potential presenters/facilitators from consideration because of their origin, background, or views.

Community members and organizations may reserve a meeting room for their own purposes, not in collaboration with the District (see Policy 3.5).

The District handles concerns, questions, or complaints about programs using the How'd We Do feedback form available online and in the libraries.

Use of Materials

All presenters who use music, movies, or other copyrighted materials in programs must only use material for which they have permission to use. Program presenters are responsible for obtaining any necessary copyright permissions and/or licenses for any non-original works used during their programs.

Access

The District will make every attempt to accommodate all who wish to attend a program (see Policy 7.1). When the safety or success of a program requires it, the District may limit attendance or determine attendance on a first-come, first-served basis, either with advanced registration or at the door. Programs may be limited to particular age groups.

All library programs are free of charge. Program presenters may not sell products or solicit donations unless expressly approved by the Executive Director.

Library programs that occur outside of library property are subject to the rules and regulations of the host property.

Privacy

The District will not provide names and addresses of people attending programs, nor will presenters be allowed to collect a list of such names or addresses.

Photographs and videos may be taken at District programs and used by the District in accordance with library policy (see Policy 3.12).

Associated Policies

1.2 Mission and Values Statements

1.5 Code of Ethics of the American Library Association

2.12 Gift/Partnership/Sponsorship Policy

3.5 Use of Meeting Rooms

3.6 Behavior Policy

3.12 Photography Policy

4.5 Unattended Children Policy

7.1 Serving People with Disabilities