

# Dunlap Public Library District Programming Policy

Adopted: 23 January 2023

## Purpose

The Dunlap Public Library District (DPLD) offers programs intended to further the Library's mission to provide a helpful and friendly place for all people to gain access to and enjoy the world of information. This policy establishes guidelines for the types of programs that are planned and presented.

## Definitions and Scope

The Dunlap Public Library District defines a program as an intentional activity or event in a group setting developed to meet the needs and/or interests of an anticipated target audience and build relationships between participants and the library.

Programming is an integral component of library service that:

- Expands the library's role as a social connector
- Introduces patrons and non-users to library and community resources
- Creates opportunities for individuals to collaborate, innovate, inspire one another, and generate content
- Provides opportunities for lifelong learning and literacy
- Fosters community understanding and expands visibility of the library

Programs will include, but will not be limited to: lectures, community forums, visual and performance art, interactive workshops, continuing education, and discussion groups.

## Program Selection and Design

Factors for the creation or selection of library programming include, but will not be limited to:

- Interests and needs of the community, as well as topics of social, state, and national interest
- The suitability of content for the interests and developmental needs of the anticipated target audience
- Presenter background and qualifications in content area
- Historical, cultural, or educational significance
- The quality, accuracy, and timeliness of program content
- Availability of library resources such as staff, space, and financial resources
- Availability of equitable programming elsewhere

## Criteria for Programs

1. Programs must be open to the public regardless of age, race, religion, familial beliefs, sexual orientation, gender identity, or political affiliation.

When safety or the success of a program requires it, attendance may be limited. When limits must be established, attendance will be determined on a first come, first-served basis, either with advanced registration or at the door.

In some cases, the nature and success of a program may require a limited attendance based on age, especially programs intended for children and teens that are geared to their interests and developmental needs. In no case will attendance of a program be limited because the content of the program may be controversial.

2. Programs must generally be free of charge. The library may collect reasonable fees when conducting specific programs. These fees will be for the sole purpose of covering costs the library incurs to host the specific program.

At the discretion of the Library Director, professional performers or presenters will be permitted to offer books, CDs, or other items for sale as part of a Library program, but admittance into the program is not dependent on the possession or purchasing of a presenter's products. Presenters are encouraged to donate a copy of their work to the Library for possible inclusion in the collection.

3. Programs must not be commercial in nature. This includes free programming offered with the intent of soliciting or advertising to future customers.
4. Programs must not support or oppose a specific religion. Programs celebrating culturally significant holidays are permitted, provided no attempts are made to endorse or oppose specific religions.
5. Events and programs that are led by individuals not employed by the Dunlap Public Library District must have a DPLD staff member or Trustee present in the room (or general vicinity) during the course of the program.

Synchronous ("live") virtual programs hosted on the DPLD platform must have a DPLD staff member or Trustee present on the online platform during the course of the program.

The library reserves the right to cancel programs at any time and for any reason at the discretion of the Library Director or the director's designee.

#### Programs Initiated by other Organizations

The library allows use of its meeting space for events and programs not sponsored by the Dunlap Public Library District. Programs initiated by other organizations are not to be considered library programs and do not reflect the mission and values of the Dunlap Public Library District. See **Meeting Room Policy** for additional information.

#### Photographing/Videorecording Programs

See **Policy on Photographing and Recording on Library Premises**.