



POLICY

Programming

A library program is defined as a planned interaction between a program facilitator and/or library staff member(s) and the program participants for the purpose of promoting library materials, facilities, or services, or to offer the community an informational, entertaining, or cultural experience.

I. Program Selection

A. All programs are intended to further the mission of the library. Criteria to be considered include, but are not limited to

1. Community needs and interests
2. Budget and cost of the program
3. Space required for the program
4. Background and qualifications of the presenter in the content area
5. Relevance and appropriateness of the program with regard to the library's mission
6. Staff time required

B. The library may partner with another agency, community organization or individuals when these programs are central to the library's mission.

1. The library's role in such cases may include, but may not be limited to, furnishing space, aiding with promotion, and offering related book lists or on-site displays.
2. Co-sponsored programs must be free and open to the public, and must be held within regular library operating hours unless it is deemed a fundraiser for the library. Co-sponsored programs may not be used for commercial, religious, or partisan purposes, or for the solicitation of business.
3. Performers or presenters hired for programs intended to serve those under 18 years of age, and who are over 18 years of age, must provide the library with copies of Pennsylvania Child Abuse History Clearance, Pennsylvania State Police Criminal History Clearance and Federal Bureau of Investigations (FBI) Criminal History Clearance if they have not been a PA resident for the last ten years. The library will not contract with performers or presenters for reasons including but not limited to conviction of a crime of violence or a sex crime and/or conviction of any crime with a victim under age 16 and under.
4. All volunteer club leaders must:
 - Complete the Annual Club Agreement and provide all clearances if working w/ those under 18 years of age
 - Maintain regular communication with library staff for scheduling and cancellations
 - Acknowledge that MCL will create and distribute all marketing materials for clubs
 - Coordinate marketing efforts with the PR Coordinator w/ event information.
 - Acknowledge the library is not responsible for participant engagement or attendance

C. Unsolicited offers from individuals or organizations to present programs will be evaluated by the same standards used by library staff when planning programming.

D. Library sponsorship of a program does not constitute endorsement of the content of the program or the views expressed by the participants.

II. Program Costs and Fees

- A. The library board, in conjunction with the library director, will establish a budget for programs annually.
- B. All programs are open to the public and normally free of charge. Some programs may include a charge for materials; however, purchase of these materials is optional and not required to attend the program. Tickets may be sold for special library events.
- C. The sale of books or CDs/DVDs by performers or authors as part of a library program is acceptable when sales are in promotion of literature, literacy, or culture and are consistent with the library's mission. Sale of any other products at library programs is not permitted unless authorized by the library director.

III. Program Attendance

- A. Some programs may be limited to a given number of participants due to space limitations or the nature of the program.
- B. Registration may be required in some cases, and may be done in person, by phone, or email.
- C. Some programs may be developed for a particular audience, i.e. attendees should be within the appropriate age group such as children or teens, or may require an accompanying adult. All program participants must comply with the library's Code of Conduct. The library reserves the right to set age limits or recommendations for programs. In determining appropriate age recommendations, staff will consider the suitability of the program's materials, format and program presenters, the relevancy and suitability of topic, messages and programming methods for the intended audience. Programs designed for specific audiences will be publicized as such. The responsibility for child attendance at library programs rests with their caregivers.
- D. A library card is not required to attend a program, but patrons attending programs are encouraged to apply for a library card in order to take full advantage of all the library's resources.
- E. Assessments of the effectiveness of library programs are based on attendance and audience satisfaction. Other evaluation criteria include attraction of new customers to the library and program evaluation forms.
- F. The library reserves the right to use video or photographs taken of program participants for internal use, publication, use in library promotional outlets, and evaluation purposes.

IV. Program Concerns

Customer concerns about a library program should be shared with the library director or staff member in charge of the event. Customers who wish to continue their requests for review of a program or the denial of a request to present a program may submit a Request for Reconsideration Form. Requests for review of programs will be considered in the same procedural manner as requests for reconsideration of library materials.