



24 N. Reading Ave.
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610-369-0496

Program Policy

Purpose of Programs:

Programming is an integral component of library services that:

- Expands the library's role as a community resource
- Introduces customers and non-users to library resources
- Provides entertainment
- Provides opportunities for lifelong learning
- Expands the visibility of the library

The Library Director is ultimately responsible for program planning. The Library Director may delegate program planning to other staff or volunteers, including the Youth Services Coordinator, Friends, and Board members.

Some criteria used to make decisions about program topics are:

- Community needs and interests
- Availability of program space
- Presentation quality
- Presenter qualifications in content area
- Budget
- Historical and educational significance
- Connection to other community programs, exhibitions or events
- Relation to library collections, resources, and exhibits

All programs are open to the public; most are targeted toward a particular audience (adult, teen, children, family, etc.). Programs may be held in-person or virtually using Zoom or another digital platform. Some programs have limits on number of participants due to various factors such as space or supplies. When limits are in place, attendance will be determined on a first come, first served basis.

Most programs will have no admission fee, however there may be a charge to help cover the cost of materials at some programs.

Charges for programs or events are permissible for the purpose of fundraising to benefit the library by the Friends of BCL or by the Fundraising Committee.

The sale of books/CDs/artwork by authors/musicians/artists as part of a library program is allowed.

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 library resources.

The library may partner with another agency or community organization when these programs meet the mission of the library. The library's role in such cases may include furnishing space, aiding with promotion, and offering related book lists or displays.

The library does not accept unsolicited offers from individuals or organizations to present programs as part of the library's programming.

Filming, Photography, Recording in the Library

Any person wishing to film, record, or take pictures for any purpose must obtain the express permission from the Library Director.

The Library reserves the right to take photographs during programs for use in reporting to grantors and donors, and for marketing on its website, marketing materials, social media accounts and other library publications. By registering for a library event, a patron consents to the library photographing and using their image and likeness. No names will be used for any children. Patrons who do not want their photograph taken may still register for and attend an event, but should notify the staff person in charge.

Programs for Children and Youth:

For the safety of all of our youth, adults who attend a children's program must be accompanied by a child or children who will participate in the program. If for any reason an adult would like to attend a child's program, without a child, arrangements must be made in advance with the Youth Services Coordinator or the Library Director.

Virtual Programs for Children and Youth:

Parents or guardians should register their child/teen and provide their (the parent or guardian's) email address. Zoom links to youth programs will only be sent to a parent or guardian's email. If a parent or guardian does not have an email, then they will be asked to sign a permission form so that the youth may receive the Zoom link in their email.

This policy shall be reviewed every two years by the Board of Trustees and the Library Director.

Reviewed and approved by the Board of Trustees on November 24, 2020; reviewed and amended on December 12, 2023