
Program Policy

Kutztown Community Library (KCL) supports its mission by developing and presenting programs that provide additional opportunities for information, learning, and entertainment. Ultimate responsibility shall be with the Library Director, who may delegate to the program coordinator.

Programs will be:

- Open to the public. Programs may require a fee and/or registration
- Held on or off-site
- Active or passive (such as online programs or grab-and-go bags)
- Organized and monitored by program coordinator or designee
- Cancelled if the minimum number of participants is not reached by the reservation deadline
- Taken into consideration the opinions and requests of patrons
- Evaluated on cost, attendance, participants' reactions, and ease of working with presenter
- Cancelled or rescheduled by the library as necessary with notice given
- Adhere to the KCL Behavior Policy

Virtual programs will:

- Utilize an approved virtual meeting platform for access on personal devices
- Be attended by the program coordinator or designee
- Depend on internet connection stability for program access and audio/visual quality
- Make efforts to ensure the digital security of its virtual events

Co-partnered programs (KCL and individual/agency) will:

- Not be excluded from consideration because of their origin, background, or views, or because of possible controversy
- Adhere to the general program policies
- Maintain communication with library staff
- Receive mention on KCL website and local publications
- Acknowledge that KCL will create and distribute marketing materials for programs
- Coordinate marketing efforts by the program coordinator by providing event description, date/time, presenter name, and contact information by the stated deadline
- Acknowledge the library is not responsible for participant engagement or attendance
- Be able to sell their professional works or services with prior approval by KCL
- Be considered for rescheduling only if cancellation notice was given within 2 weeks of event

- Be offered rescheduling or alternate options if KCL cancels the event
- Receive payment the week after the program is held

Events Not Sponsored by KCL

- Non-sponsored events will follow requirements of the Community Room Policy

Approved: 3/11/2021

Amended: 8/8/2024