Programming Policy

Brandywine Community Library
Policy Updated: 9/26/24

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.

Program Selection

A. All programs are intended to further the mission of the library. Criteria to be considered include, but are not limited to
    a. Community needs and interests
    b. Budget and cost of the program
    c. Space required for the program
    d. Background and qualifications of the presenter in the content area
    e. Relevance and appropriateness of the program with regard to the library's mission
    f. Staff time required
B. The library may partner with another agency or community organization when these programs are central to the library's mission. 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.
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.

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.

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. 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.