

**Hamburg Public Library
Program Policy**

- I. Programming is an integral part of library services. The Hamburg Public Library provides programming that:
 - A. Expands the library's role as a community resource
 - B. Introduces patrons and non-users to Library resources
 - C. Provides entertainment and enrichment
 - D. Provides opportunities for lifelong learning
 - E. Expands the visibility of the library
- II. **Guidelines for the selection and presentation of programs:**
 - A. All programs are intended to further the mission of the library.
 - B. Beliefs and opinions expressed in the programs do not necessarily represent the viewpoint of the Hamburg Public Library.
 - C. Fees will only be charged for programs to cover material expenses or if the program is being used as a fundraiser to benefit the library.
 - D. The sale of books/CDs/artwork 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. Prior approval from the Library Director is required for these sales and presenters are responsible for completing their own transactions.
 - E. 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.
 - F. Library programs will not exclude topics, books, speakers, media, and other resources because they might be considered controversial. Acceptance of a program topic by the library does not constitute an endorsement by the library of a group's or individual's policies or beliefs. However, programs are not to be presented for commercial, religious, electioneering, or the solicitation of business.
 - G. Program presenters may not distribute literature or material that advertises, promotes, or solicits business for a product, service, or enterprise conducted for private gain without prior approval from the Library Director. They may leave a sign-up sheet for participants to willingly give their contact information, if they so choose, to receive further communication from the presenter.
 - H. Programs that are designed for children and teens should be attended by the appropriate age requirement. An adult (defined as a person 18 years of age or older) can only attend a children or teen program if they are accompanying a child or teen to that program.
- 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, online, 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.

- D. The Library reserves the right to deny attendance to anyone becoming disruptive to audience members, the program facilitator, library staff, and anyone in violation of the Library's Code of Conduct.

IV. Additional Considerations

- A. Programs may be held on site at any library or off site at another location
- B. The library staff has the discretion to cancel programs based on library needs, to be rescheduled or not. Staff will provide as much notice as possible.
- C. Programs scheduled on a day when the Library is closed due to inclement weather are automatically cancelled. Rescheduling is at the discretion of the library.

V. Request for Reconsideration

- A. The Hamburg Public Library welcomes expressions of opinion from patrons concerning programming. Patrons should address questions about a program to the Library Director. Patrons who wish to continue their request for review of library programs may submit the Request for Reconsideration form. Requests for review of programs will be considered in the same manner as requests for reconsideration of library material as outlined in the Hamburg Public Library's Collection Development Policy.