

**Hamburg Public Library
Program Policy**

I. Purpose of Programming

- A. For the purposes of this policy, a “program” refers to a planned event or series organized, sponsored, or hosted by the Hamburg Public Library, either on- or off-site, for the benefit of the public
- B. Programming is an integral part of library services. The Hamburg Public Library provides programs that facilitate community connections and:
 - i. Expands the library’s role as a community resource
 - ii. Introduce patrons and non-users to library resources
 - iii. Provide entertainment and enrichment
 - iv. Support lifelong learning
 - v. Enhance the library’s visibility and outreach

II. Program Selection and Presentation Guidelines

- A. All programs are selected and presented in accordance with the Hamburg Public Library’s mission and values.
- B. Programs are designed to meet the educational, informational, cultural, and recreational interests of a diverse community.
- C. The library actively seeks to offer inclusive programming that reflects diverse voices, perspectives, and lived experiences, including those of historically underrepresented groups.
- D. Beliefs and opinions expressed during programs do not necessarily represent the views of the Hamburg Public Library.
- E. Fees will only be charged to cover material costs or when the event is a library fundraiser.
- F. The sale of books, artwork, or other materials as part of a program is permitted with prior approval from the Library Director. Sales must align with the library’s mission and presenters are responsible for their own transactions.
- G. The library may collaborate with external agencies or community organizations on programs relevant to the library’s mission. Partnerships may involve shared space, promotional support, book displays, or other resources.
- H. Programs will not be excluded on the basis of topic or speaker even if the content is controversial. Acceptance of a program does not constitute endorsement of a presenter’s or organization’s viewpoints.
- I. Programs may not be used for commercial promotion, religious proselytizing, electioneering, or solicitation of business.
- J. Presenters may not distribute promotional materials or advertisements without prior approval. Voluntary sign-up sheets for future communication are permitted.
- K. Programs designed for children or teens should be attended only by the intended age group. Adults may attend only if accompanying a child or teen.

III. Program Attendance

- A. Some programs may have limited capacity due to space or format.
- B. Registration may be required and can be completed in person or by phone.

- C. A library card is not required to attend, though participants are encouraged to apply for one to access all library resources.
- D. The library reserves the right to remove individuals who are disruptive or violate the Community Agreement.
- E. The library strives to make programs accessible to all. Patrons needing accommodations are encouraged to contact the Library Director in advance.
- F. The library welcomes informal feedback on its programming. Staff may use attendance figures, participant feedback, and community input to help shape future offerings.
- G. Library programs may be photographed or recorded for promotional purposes. Attendees should inform a library staff member in order to opt out.

IV. Additional Considerations

- A. Programs may be held on-site at the library or off-site in the community.
- B. Library staff may cancel programs due to operational needs or unforeseen circumstances. Notice will be provided when possible.
- C. Programs scheduled on days the library closes due to inclement weather are automatically cancelled. Rescheduling is at staff discretion.

V. Request for Reconsideration

- A. The Hamburg Public Library welcomes community feedback regarding programming.
- B. If a patron has concerns about a program, they are encouraged to speak with a staff member or the Library Director.
- C. If a patron wishes the Library to formally reconsider the inclusion, placement, or age-appropriateness of a program, they may complete a Statement of Concern.
- D. While any customer may submit the form to share feedback, only patrons who reside within the Hamburg Public Library service area may request a formal review. The form must be fully completed and signed.
- E. The request will be reviewed by the Board of Trustees at their next regular meeting. The Board's decision is final, and a written response will be provided.



Statement of Concern about Library Programs

Date: _____

Name: _____

Address: _____

Phone: _____ Email: _____

Do you reside within the Hamburg Public Library service area? Yes No

Do you represent a group? Yes No

If yes, please identify: _____

Have you read the Hamburg Public Library's Programming Policy? Yes No

Date of Program: _____ Name of Program: _____

Have you attended the full program or reviewed all relevant materials? Yes No

If not, what portions did you attend/review?

What concerns you about the program? Why? (Please be specific)

How could your concerns about the resource be resolved?

Patron Signature: _____ Date: _____

Library Director Signature: _____ Date Received: _____

Only signed forms will be considered. The Library Director will acknowledge receipt of the form within two weeks.

For Office Use Only:

Board Meeting: _____ Board Decision: _____ Response Sent: _____