

Section	Services	Section#:	4
Sub-section	Programming	Sub-section #:	4.3
Topic	Programming Policy	Policy :	4.3.1

Policy Statement

Programming assists in the Library's mission to support and enrich the community by providing opportunities for lifelong learning and personal and cultural development. Programming entertains, provides information, invites public discussion, encourages curiosity and creativity, and promotes literacy and reading. Programming promotes the Library's services and resources. This policy defines the provision of programs at the Library.

The Library upholds the principle of intellectual freedom and supports the rights of individuals to read, speak, view and exchange differing points of view on any subject. To accomplish this, the Library may present controversial programs in order to ensure public access to all sides of an issue.

Scope

1. A program is defined as any group activity offered to the public that staff coordinate, plan, and/or present.
2. Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by presenters or participants.
3. The Library will:
 - a) make available a wide spectrum of opinions and viewpoints,
 - b) select programs based on the interests and needs of the community,
 - c) use programs to promote interest in, and the joy of, reading,
 - d) offer programmes without charge to the community except in circumstances where charges are needed to recoup the Library's costs of presenting the program. Admission may be charged for fundraisers held by the Library and must be approved by the CEO/Chief Librarian. Library staff may waive fees, at their discretion, to provide equitable access for all community members,
 - e) limit program attendance based on safe use of space or when the success of a program requires it,
 - f) make programs open to all, based on a first-come, first-served basis, either with advance or at the door registration,
 - g) not offer programming that is purely commercial for the sole purpose of selling products or services,
 - h) regularly evaluate the planning and delivery of Library programs, and
 - i) make available a process for user feedback and for expressions of opinions/concerns about programs,
 - j) create and promote community partnerships.
4. The Library may:
 - a) offer programs for children, young adults, adults and families,
 - b) participate in cooperative programs with other agencies, organizations, institutions or individuals, either in the Library or offsite,
 - c) sponsor programs in the Library facility or outside of the Library,

- d) promote programs through brochures, news releases, newsletters, the Library's website and social media programs,
- e) allow presenters to display products or books for purchase,
- f) cancel or reschedule programs as necessary and will make every effort to notify participants and the community in advance.

Programming Resources

- a) The Library draws upon its own staff and volunteers and partners with other community agencies, organizations, educational and cultural institutions, or individuals to develop and present programs,
- b) Professional performers and presenters with specialized expertise may be hired,
- c) Performers and presenters will not be excluded from consideration based on any protected group status as defined by applicable federal, provincial, or local laws and regulations,
- d) Library staff who present programs will do so as part of their regular job and are not hired as outside contractors for programming,
- e) Volunteers will not be compensated for activities that are considered to be a part of regular volunteer duties and responsibilities,
- f) Volunteers may be hired as outside contractors for programming at the discretion of the CEO/Chief Librarian and in cooperation with staff (ie delivering formal and pre-approved programs, workshops, and/or events). In this instance, they are acting as a contractor and not acting as a Library volunteer and may be compensated for their activities,
- g) All outside contractors must complete the 'Service Provider Contract' and insurance must be provided or purchased.

Program Evaluation

All programs are designed with measurable outcomes and are evaluated.

To determine community needs and interests, the Library reviews suggestions for events and programs and uses various mechanisms to gather community input to assist setting programming priorities and plans.

The Library will make available a process for user feedback and expressions of opinions/concerns about programs.

Liability

The Library does not assume responsibility for damages, personal injury, illness, or theft arising from participation in any program, in any facility, or at any location where a program is held. All outside contracted program facilitators must complete, sign and adhere to the Service Provider Contract, including the insurance provisions.

For children's events, parents and caregivers are encouraged to inform program facilitators if a child has any pertinent medical, physical, or allergy concerns. The Library does not assume responsibility for children while on Library property.

Related Documents: Selwyn Public Library **Children & Youth Services Policy 4.4.1**

History:		
Date of Original Board Motion:	Nov 27, 2012	2012.72

Date of Amendments: (if any)	November 2022	2022.117
	May 2023	2023.024
Date of Next Review:	May 2027	
Attachments:	Service Provider Contract	