

PROGRAM POLICY

Purpose

The Library supports its mission of enriching your mind and exploring your world by developing and presenting programs that provide additional opportunities for information, learning, and entertainment. Programming is an integral component of library service that:

- Expands the Library's role as a community resource
- Introduces patrons and non-users to Library resources
- Provides entertainment
- Provides opportunities for lifelong learning
- Expands the visibility of the Library

In order to satisfy the wide array of ages and interests of the community, the Connetquot Public Library offers diverse programming. The library also needs to share its designated programming space fairly amongst all age groups. For these reasons, we rotate the types of programs the library offers.

Content

The following criteria are used in making decisions about program topics, speakers, and accompanying resources:

- Community needs and interests
- Availability of programming space
- Treatment of content for intended audience
- Presentation quality
- Presenter background/qualifications in content area
- Budget
- Historical or educational significance
- Connection to other community programs, exhibitions or events

Library programs must be *non-commercial*. Presenters may be professionals or business people, but the information presented must be generic in nature. *No solicitation for business will be permitted*. Special attention is made to programmers providing legal, medical and/or financial information.

The sale of products at a Library program are prohibited, however as it is the library's mission to encourage reading and the arts: writers, performers, and artists may obtain Library approval to sell their own works following their presentation.

The Library's philosophy of open access to information and ideas extends to Library programming, and the Library does not knowingly discriminate through its presentations. Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by participants, and program topics, speakers and resources are not excluded from programs because of possible controversy.

Registration and Attendance

1. Library programs are open to district residents of the Connetquot Central School District.
2. The Library reserves the right to set age and attendance limits for all programs.
3. For planning reasons, registration will be required for some library programs.

4. A waiting list will be compiled and efforts will be made to confirm attendance prior to the event or program.
5. The Library reserves the right to deny attendance to anyone becoming disruptive to audience members or the programmer, and to anyone in violation of the *Maintenance of Public Order Policy, 700-10*.
6. The Library reserves the right to cancel a program. Programs scheduled on a day when the Library is closed due to inclement weather are automatically cancelled. Rescheduling is at the discretion of Library staff and availability of the programmer.
7. The Library staff will be responsible for press releases and public notification for Library programs.
8. Program participants should expect that photographs/video will be taken at events and used on the Library's social media and/or website. Participants may request that photos are not taken of them.
9. If a person requires special accommodations for a disability (i.e., sign language interpreter), the library requires two week notification.

Policy 700-140a

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