



## **East Central Regional Library Programming Policy**

Approved by the ECRL Board of Directors 11/14/22

### **Overview**

East Central Regional Library's (ECRL) programs support the library's vision to be an essential community resource to inspire the region's residents to discover and explore possibilities that grow communities. Furthermore, Library programs provide free and equal access to information, foster curiosity, and create connections among residents and with library and community resources.

Ultimate responsibility for programming at ECRL rests with the Executive Director, who administers library services under the authority of the ECRL Board of Directors. The Executive Director, in turn, delegates the authority for program development and management to the Branch Librarians and Program Coordinator who develop program ideas in consultation with the Assistant Director.

### **Program Planning and Development**

The Library strives to include a wide spectrum of opinions and viewpoints in Library-initiated programs, as well as offer programs that appeal to a range of ages, interests, and information needs. Programs may have an educational, informational, cultural or entertainment value to the community. Library-initiated programming shall not exclude topics, books, speakers, media, and other resources solely because they may be considered to be controversial. Acceptance of a program topic by the Library does not constitute an endorsement by East Central Regional Library or its partner counties or cities of the content of the program or the views expressed by the presenter, participants or audience members.

Staff refer to the following criteria as part of the program-planning process:

- advances library's mission, vision and values;
- community demographics;
- strategic plan alignment;
- to increase awareness and use of library resources;
- to promote reading and lifelong learning;
- relevance to community needs and diversity of interests;
- to increase library use by under-served populations;
- popular appeal and attendance levels
- accuracy and timeliness of program topics, including
  - literature and cultural heritage;
  - social awareness;

- health and well-being;
- information technology;
- literacy;
- current events and high interest topics
- suitability for the intended audience;
- budget constraints; and
- the availability of staff, building and meeting spaces (both physical and virtual), and technology.

Additionally, staff continuously evaluate offered programs to maintain programming vitality and usefulness to the community. ECRL reserves the right to not schedule a program or to cancel a scheduled program at its sole discretion.

Programs may be offered in library facilities or offsite.

ECRL does not offer programs which support or oppose a specific religious conviction. Holiday programs may be offered.

Staff welcome program suggestions and proposals, yet retains the right to determine which programs and events are scheduled. Presentation of a program topic does not constitute an endorsement by the Library of the group's or individual's policies or beliefs.

ECRL supports free and open access to information and ideas as stated in the [Library Bill of Rights](#), the [Freedom to Read](#) and the [Freedom to View](#) policies of the American Library Association, and programs reflect that philosophy.

### **Presenters and Co-sponsors**

ECRL often draws upon other community resources in developing programs and actively partners with other community agencies, organizations, educational institutions, or individuals to develop and present co-sponsored library programs. Professional performers and presenters that reflect specialized or unique expertise may be hired for Library programs; performers and presenters will not be excluded from consideration because of their origin, background, or views.

In planning programs, ECRL will attempt to bring in presenters who do not have a vested interest in selling products or services to participants. The library does not offer programs of a purely commercial nature. Examples of programs that would be considered of a commercial nature include, but are not limited to, presentations offered for free but with the intention of soliciting future business. The speaker may leave business cards for participants to pick up after

the program should anyone be interested. Only under specific instances deemed appropriate by ECRL staff may merchandise be sold, in accordance with [ECRL's Solicitation Policy](#). An example of this would be an author visit with a book signing.

## **Access**

All library programs are open to the public at no cost. Registration may be required for planning purposes or when space is limited. Programs may be targeted towards a particular audience, such as children, teen or adults and will be advertised as such. In no case will attendance at a program be limited because the content of the program may be controversial. Patrons with special accommodation requests are encouraged to reach out to library staff prior to the event so accommodations can be made ahead of time.

## **Non-library-initiated Programs**

Not all programs and meetings held at the Library must be library-initiated. Many ECRL locations have rooms available for reservation and use by the community. Non-library-initiated meetings and programs are subject to the [East Central Regional Library Community Meeting Room Policy](#) and local building owner requirements.

## **Program Conduct**

Library programs are offered to enrich the lives of East Central Regional Library community residents. As these are shared experiences, all participants are expected to behave in way that promotes the best experience for all and conduct themselves in a manner that does not interfere with the participation of others. All interaction is respectful, whether the event is hosted within the Library, off-site, or virtually, in accordance with [ECRL's Behavior Policy](#). Anyone who disregards this Policy is subject to restrictions of Library privileges and/or removal from Library property.

Additional behavior guidelines include, but are not limited to the following:

- Programs may not be recorded by attendees. The intellectual property of the events belongs to the presenter and may not be shared without formal permission.
- Attendees at library programs may be photographed or recorded by the library, in accordance with the [East Central Regional Library Photo and Video Policy](#). Attendees who do not wish the library to photograph or video themselves or their child(ren) must notify Library staff.
- Participants adhere to the parameters of the event type. Events types are predetermined by staff and presenters. Sample event types are discussions, presentations, drop-ins, and hands-on events.

- Presenters may not solicit or advertise their services. If approached by participants, they may share information.
- The Library never distributes attendee contact information and respects individuals' privacy.
- Cell phones should be silenced and use of cell phones should not disrupt the program.
- Supplies belonging to the Library are distributed fairly to support the mission of programs. Extra materials are collected at the end of programs for use in future Library programs and cannot be taken home by participants.

### **Questions and Concerns**

ECRL welcomes expressions of opinion from patrons concerning programming. Questions or concerns regarding library programs should first be addressed with an ECRL staff member. Patrons who wish to continue their request for review may submit a Request for Reconsideration form, which can be obtained at the Library or on the Library's website. Requests for review of programs will be considered in the same manner as requests for reconsideration of materials, as outlined in the Collection Development Policy, Reconsideration of Materials section.