



Mendon Public Library *Library Programs Policy*

The Library supports its mission of connecting people with the world of ideas and information 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

RESPONSIBILITIES

Ultimate responsibility for programming at the Library rests with the Library Director. The Director, in turn, may delegate program management to designated staff.

CRITERIA

The Library Director and staff utilize Library staff expertise, collections, services and facilities in developing and delivering programming. They use the following criteria in making decisions about program topics, speakers, and accompanying resources:

- Community needs and interests
- Availability of program space
- Treatment of content for intended audience
- Presentation quality
- Presenter background/qualifications in content area
- Budget
- Relevance to community interests and issues
- Historical or educational significance
- Connection to other community programs, exhibitions or events
- Relation to Library collections, resources, exhibits and programs

RESOURCES AND PRESENTERS

In addition, the Library may draw upon other community resources in developing programs, and actively partner with other community agencies, organizations, educational and cultural institutions, or individuals, to develop and present co-sponsored public programs. Professional performers and presenters that reflect specialized or unique expertise may be hired for Library programs.

Performers, presenters, and their topics and resources will not be excluded from consideration because of their origin, background, or views, or because of possible controversy. Library sponsorship of a program does not constitute an endorsement of the content of the program or of any views expressed by the presenter or participants.

Any sale of products at Library programs must be approved by the Library Director and benefit the Library. Programs are not to be used for commercial, religious, or partisan purposes or the solicitation of business.

External organizations or individuals partnering with the Library on programs must coordinate marketing efforts with the Library Director.

Library staff who present programs do so as part of their regular job, and are not hired as outside contractors for programming.

Programs may be held on site or off-site.

PARTICIPANTS

The Library's philosophy of open access to information and ideas extends to Library programming, and the Library does not knowingly discriminate through its programming. All Library programs are open to the public. A fee may be charged for certain types of Library programs. Registration may be required for planning purposes or when space is limited. We try to make services and programs available to patrons of all abilities, including those with disabilities. Please let us know a week in advance of a program of any special accommodations you may require so that we can accommodate you or your child.

PHOTOGRAPHY

Our staff often take photos at library events to use in library publicity materials. If you prefer your photo not be used, notify the staff before the end of the program. We will honor that request. We will not use personal information such as labeling, tagging, etc. in our library publicity materials.

PATRON CONCERNS

The Library welcomes expressions of opinion from patrons concerning programming. If a patron questions a Library program, he/she should first address the concern with the Library Director or staff member. 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 materials, as outlined in the Library's Collection Development Policy.