
Category:	Operational OP-06
Policy Name:	Programming Policy
Date Approved:	June 26, 2017

Introduction

The Library initiates programs to stimulate the use of the Library and its material and to provide for the general enjoyment and enlightenment of the community.

Programs are defined as any activity offered to the community at large or to a defined group, that the Library coordinates, plans and/or presents on their own or in partnership with another organization or via a third party contract.

Purpose

The purpose of programming at the Library is to:

- Stimulate imagination and inquiry by providing information, inviting public discussion, encouraging curiosity and creativity, and/or promoting literacies (information, technical, cultural and reading).
- Promote the Library's collections and services.
- Engage Library and users in collaborative efforts.
- Foster innovation.

Policy

In keeping with the overall Lake of Bays Township Public Library goals and mission statement, programming is considered an integral part of the Library service offered to the community.

Library programs should promote the communication of ideas and information. They should extend Readers Advisory (recommended reads) and the information service to library users. Programs are developed to respond to emerging community interests as well as to sustain demonstrated interests and demands. Programs are regularly evaluated to determine community response and program effectiveness. Programs provide another format for the dissemination of information and an opportunity for discussion of ideas.

Statements made or positions taken during programs, events and meetings do not necessarily reflect the opinions or values of the Lake of Bays Township Public Library.

Library programs will:

1. Stimulate interest in and use of the Library.
2. Promote interest in reading, culture, information, technology, and literacy and research skills.
3. Promote an awareness of contemporary issues and information required to engage in society.
4. Attract non-users and reflect the need to connect programs with library resources as part of the process of creating lifetime library users.
5. Provide entertaining, enjoyable, educational experiences.
6. Be offered without charge except in circumstances where admission may be charged to recoup the Library's costs of presenting the program.
7. Preschool storytime, literacy programs such as reading circles, book clubs, summer reading clubs, and basic technical competencies training will be considered core services and will be free of charge.
8. Library facilities occupancy limits will apply to all programs.

The Library may partner with not-for-profit or for profit organizations for programming content. The Library may provide content and present programs in other venues or other organizations may provide content and present programs at the Library. The Library will consider content that meets the criteria above and supports Library goals and mission statement.

When partners provide content, Lake of Bays Township Public Library will waive room rental fees. Staff support for promotion and on-site assistance may be provided. Content based partnerships do not mean that the Library endorses particular points of view promoted at programs, and this will be noted on publicity where appropriate. Partners will be acknowledged as appropriate.

EVALUATION

Upon completion, programs will be evaluated as to the level of participant satisfaction, attendance, and cost effectiveness by staff. To help gauge participant satisfaction and to collect new ideas, program participants will be provided with program evaluation forms to be collected by staff as they leave. Programs that are series or on-going will do the evaluation at the end of the series, or check-in every 8 weeks for on-going to assess if changes should be made. Program evaluation summaries will be kept on file as a resource for planning future programs.

LIABILITY

The Library does not assume responsibility for damages, personal injury, illness or theft arising from participation in any program, or in any facility, or at any location where a program is held.

The Library does not assume responsibility for children while in the Library for the supervision of minors under 18 attending programs. Parents and caregivers are required to attend programs for children less than five (5) years of age. For most programs for children five (5) to ten (10) years of age, parents do not attend the program but must remain in the Library building during the program, preferably in or near the programming space.

Parents and caregivers are encouraged to inform program facilitators if the child has any pertinent medical or physical conditions which could impact their participation in the program.

Signature of the Chairperson _____

Document Revision Record:

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