



## **Library Program Policy**

### **Background**

The Granby Public Library System (Library) supports its mission of promoting lifelong learning and enhancing the quality of life in our community by developing and presenting programs for patrons of all ages. Library programs are an integral component of Library service that extend and promote the role of the Library as a community resource; enhance the information found in Library collections; offer a way for people to obtain information; encourage participation in civic life; and help to address the cultural and leisure-related interests of the community.

### **Program Development**

The Library utilizes staff expertise, collections, equipment, and facilities in developing and delivering programming. The following criteria are used in making decisions about program topics, speakers, and accompanying resources:

- Relation to Library mission and service goals
- Community needs and interest
- Presentation quality and treatment of content for intended audience
- Presenter background/qualifications/reputation
- Availability of program space
- Availability of necessary technology
- Budget and staffing considerations
- Connection to other community programs, exhibits, or events

The Library draws upon community resources in developing programs and actively partners with other community agencies, organizations, educational and cultural institutions, and individuals to develop and present public programs. Professional performers and presenters that reflect specialized or unique expertise may be hired to present Library programs. Library staff who conduct programs do so as part of their regular job and are not hired by the Library as outside contractors for programming.

Anyone interested in presenting a Library program may submit a proposal that would be reviewed according to the above criteria. The Library's philosophy of open access to information and ideas extends to Library programming. Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by participants. Program topics, speakers and resources are not excluded from programs because of possible controversy.

### **Co-Sponsored Programs**

The Library may partner or co-sponsor programs with other agencies, organizations, and businesses provided the programs are compatible with the Library's mission and vision. The Library will generate joint programming and invite partners to co-sponsor or collaborate. Co-sponsored programs must include involvement by Library staff in the planning of program content, and all program registration will be done through the Library. In partnering with outside organizations, patron privacy must be preserved, and therefore no Library patron information would be provided to non-Library personnel.

### **Program Location**

The Library holds the majority of its programming at one of Granby's two Library Branch locations in order to promote their use. When it is not possible to accommodate all community members who wish to attend the program at a Library location, Library staff may elect to move a program off-site to another Town of Granby (Town) or local facility, or to a virtual platform.

All relevant Library policies, for example but not limited to, the Code of Conduct and the Photography Policy apply to all Library programs regardless of venue.

### **Program Attendance**

All Library programs are open to the public. Some programs require advance registration for planning purposes or when space is limited, or may be limited to Town residents. Permission slips signed by a parent or guardian may be required for some programs intended for minors. Attendance for some programs may be limited based on age or grade level in order to create an appropriate environment for participants.

Any individual requiring an accommodation to participate in a Library program should contact the Library two weeks prior to the program.

### **Funding and Fees**

All programs at the Library are open to the public and offered free of charge. A materials fee *may* be charged for participation in certain types of Library programs.

Performers, presenters and authors may sell books, CDs and other merchandise as long as it is part of a Library program and they have been given prior approval by the Library Director or designated staff. Program presenters are responsible for the handling of all sales. Programs sponsored by Library Friends' groups may include the sale of merchandise as a fundraiser to benefit the Library.

Programs may not be used for commercial, religious or partisan purposes, or for the solicitation of business. **The presenter may leave business cards for participants to pick up after the program should anyone be interested in contacting the presenter outside of the Library.**

### **This program policy does not apply to:**

- Events that are developed only for special purposes such as donor recognition, fund-raising, or media conferences.
- Programs offered by other organizations on Library premises where space is reserved under the **terms and conditions of the Meeting Room Policy.**

*Adopted by Granby Library Board 03.22.2021  
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