

# **POLICY**

**Subject:           Programming Selection Policy**  
**Adopted:         February 14, 2023**

## **Introduction**

The purpose of the Programming Selection Policy is to guide staff and inform the public about the principles upon which decisions for library programming are made.

The word PROGRAMMING includes speakers, films, concerts, storytimes, craft kits, and other events which are another format (besides materials) for providing information, experiences, and entertainment for the public.

Program types, topics, and speakers will be selected by staff in keeping with the library's mission statement, other policies, and planning documents.

Dickinson County Library Mission Statement: The Dickinson County Library strives to enhance the quality of individual, family, and community life by providing information, materials, and services that are readily available and responsive to the needs of all our patrons. The library aspires to balance traditional, historical, entertaining, and modern library services provided at a reasonable cost. Paramount to the library is empowering our community, stimulating an interest in reading, cultivating a love of lifelong learning, and providing welcoming spaces where patrons can try new things to encourage everyone to achieve their personal, educational, and professional goals.

## **Responsibilities**

Final responsibility for programming selection is vested in the Library Director by authority of the Library Board. The presentation, scheduling, and selection of programming for all three (3) branches is delegated to the Programming Committee made of staff from children, teen, and adult services.

## **Criteria for Selection of Programming**

Consideration of potential programming shall be guided by the following criteria (Not in priority order; not-all inclusive.)

- Suitability of subject and style for the intended audience
- Present and potential relevance to community needs and interests
- Timeliness of topic
- Scarcity of information or experience in the local area
- Availability of alternative programs elsewhere in the community
- Patron requests and suggestions
- Price
- Space availability
- Staff availability and expertise

Staff will consider the quality of the speaker or performer's presentation, topics timeliness, audience appeal, and value to the community when planning and scheduling programming. The library recognizes the importance of providing a forum for a variety of viewpoints and topics for all ages.

Staff will consider limiting factors such as space, cost, and relevance when designating suggested ages or grade levels for program participation. Registration may be required (on a first come, first served basis) and maximum capacities may be set.

### **Co-Sponsored Programs**

The library often co-sponsors programs or partners with other government agencies, libraries, and non-profit organizations to enhance programming effectiveness and publicity. Co-sponsorship implies that sponsors have entered into a short-term partnership to achieve a common goal with a program provided for residents of Dickinson County. Library staff will take an active role in selecting and planning for co-sponsored programs. A library staff member will attend all sponsored or co-sponsored programs.

The library may work cooperatively with private organizations or businesses, often relying on them for speakers, funding sponsorship, or other assistance.

Due to limited time, resources, and staffing the library cannot be involved as a sponsor or co-sponsor for all worthy programming ideas. Community groups and businesses may use the library meeting room (in accordance the Meeting Rooms Policy) to sponsor and present their own activities or programs.

### **Exclusion of Programming**

The choice of programs to attend by library users is an individual matter. The Library Board recognizes that while individuals are free to reject for themselves programs of which they do not approve, they cannot restrict the freedom of others to participate, view, or attend within the guidelines set forth by the library. Library programs are not marketed to indicate approval or disapproval of their contents. The fact a program is sponsored or provided by the library does not mean the speakers' views or program content is endorsed by the library itself, its staff, or board.

The library heartily supports an individual's rights and the American Library Association's "Library Bill of Rights," the "Freedom to Read Statement" and the "Freedom to View Statement."

### **Challenged Programming**

Criticism shall be registered and presented on a "Request for Reconsideration of Programming" form and signed by the individual challenging the program. The program plan will be reviewed by a committee composed of the Director and staff involved in the scheduling, presentation, or selection of the program. The committee will decide whether to continue with the program, revise the program, reschedule the program, or cancel the program. The challenger will be notified in writing, explaining the reason(s) for the decision. If the challenger wishes to appeal, he or she may schedule an appearance before the Board whose decision will be final. If the challenger does not wish to appear before the Board, the Director will prepare and deliver a report to the Library Board.