

Stirling-Rawdon Public Library



Policy Type:	Operational	Policy Number:	OP0927K
Policy Title:	Programming Policy	Initial Policy Approval Date:	2011
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		Year of Next Review:	2028

Programming supports the Library’s mission to serve the community of Stirling and area, by providing access to resources and programs for personal, educational, recreational and cultural enrichment, as well as cooperating with other organizations serving such aims. This policy defines the provision of programming at the Library.

SCOPE

This policy shall apply to all programs including those facilitated by Library staff, cosponsored events, and partnership activities offered to the public. This policy does not apply to programs or events offered by external organizations or individuals on Library premises where space is rented.

1.0 Responsibility

- 1.1 The Library CEO has overall responsibility for Library programming in accordance with this policy.
- 1.2 Under the authority of the CEO, responsibility for the creation, planning and implementation of programming rests with the Programming Coordinator. This responsibility also includes staff training, evaluation and statistical reporting related to programming.

2.0 Intellectual Freedom

- 2.1 The Stirling-Rawdon Public Library upholds the principle of intellectual freedom embodied in the Canadian Federation of Library Associations Statement of Intellectual Freedom and Libraries. The Library supports the rights of individuals to read, speak, view and exchange differing points of view on any subject. When opposing points of view are expressed, programming participants are responsible to engage in dialogue with dignity and respect.
- 2.2 The Library’s philosophy of open and equitable access to information and ideas extends to programming. In order to do this, the Library maintains impartiality. Hosting a program does not constitute an endorsement of the program topic or the views expressed by speakers or participants.

3.0 Program Delivery

- 3.1 The Library will make reasonable efforts to provide programs for individuals of all ages. The Library may set age guidelines for library programs when those programs are tailored to a specific audience. Program attendance may be limited based on safe use of space, or when success of the program requires it and registration may be required for planning purposes.
- 3.2 Library programs will be developed and presented, both independently and in conjunction with local organizations and/or individuals such as,
 - Authors and illustrators
 - Performers
 - Experts in the field from a community partnership
 - Community members with expertise relating to the programming topic
- 3.3 Programs will be offered within operational and budgetary limitations. In general, the Library will not charge fees for programs or events. However, the Library reserves the option to charge a fee to recover the Library's cost for presenting a program or for fundraising purposes.
- 3.4 Programs will be developed with consideration for the principles of accessibility. Programs will be offered in an open and equitable manner to all members of the community. All programs will adhere to the Accessibility for Ontarians with Disability Act (AODA). The Library will waive program fees for a support person accompanying a person with a disability.
- 3.5 Children under the age of 10 must be accompanied to the program by a parent or caregiver for drop-off and pick-up. Parents/caregivers for children under the age of 10 must remain present in the building during the program, as per the Unattended Children policy #OP294 10E. Parents and caregivers are encouraged to inform program facilitators if the child has any pertinent medical, physical or allergy concerns.
- 3.6 The Library will post signs or verbally notify customers when photographing/filming events, programs, etc. These notices constitute consent for the Library to photograph or film staff and customers entering the premises. Such media may be shared on the library website and/or social media pages or in other promotional material.
- 3.7 The Library will not offer programs that are purely commercial however may allow presenters to display products or books for purchase.
- 3.8 The Library reserves the right to cancel or reschedule programs at its sole discretion, at any time, and will make every effort to notify participants and the community in advance.

4.0 Evaluation

- 4.1 Formal and informal evaluation of all programs will be conducted. Information gathered for evaluation may be acquired through surveys, word of mouth, and comments from participants.
- 4.2 Library staff will record attendance of all programs and review its program offerings regularly. Changes made will be based on the Library's values, vision and mission, as well as community demand, interest, and feedback.