

# **Chariton Public Library Programming Policy**

**Approved February 10, 2022**

(January 5, 2017)

The Chariton Public Library will provide programming to further our mission of promoting an educated citizenry and enriching personal lives. Programs are provided to help meet the educational, informational, cultural, and recreational needs of our residents.

All library programs are open to the general public. Programming is provided to appeal to citizens of all ages but individual programs may be designed for a specific audience based on age. The Library reserves the right to set age limits for all programs. Programs targeting a specific age group will be promoted as such. For planning reasons, registration will be required for some events. The Library reserves the right to limit the attendance at events due to wishes of the presenter or space considerations.

Library-offered programs are generally free. Some programs that require use of materials, however, may be subject to a fee. The Library is only able to provide free consumable materials on a limited basis. Fees for programs of this nature will be determined by the Library's cost for offering the program, to cover consumable materials and presenter fees, and may be due upon registration for the program.

All fees associated with programming will be collected and managed by the Library Director, and will be deposited into the Library's general fund to cover expenditures on the Library's programming budget line. Library staff will not sell items or handle money for outside presenters or groups providing programs.

Library programs may be cancelled for several reasons including cases of severe weather, presenter conflict, or low registration numbers. Programs scheduled on a day when the Library is closed due to inclement weather are automatically cancelled. Rescheduling is at the discretion of Library Staff.

Library programming utilizes Library staff, outside presenters, collection items, Library and community resources, displays, and media presentations. Programming includes such activities as StoryTimes, crafts or other hands-on activities, presenters, lectures, demonstrations, discussion groups and films. Selection of Library program topics, presenters, classes, and resource materials will be made by Library staff to meet the needs and interests of Library users and the community.

The Library will also incorporate cooperative programming with other agencies, organizations, and educational institutions, capitalizing on existing knowledge and expertise when they are compatible with the Library's mission and goals. Library program presenters who are affiliates of commercial enterprises may provide general knowledge without direct promotion of a business enterprise resulting in potential profit. The Library does not allow programs of a purely commercial nature. No fees will be charged for attendance at non-library-offered programs except with the approval of the Library Director.

The Chariton Public Library promotes its programming opportunities through local media, through flyers, posters and bookmarks, Facebook postings, and the Library website. Presenters may not publicize their programs without approval of the Library Director.

The Library welcomes community partnerships and also individual and corporate support in the form of monetary donations and donations of craft supplies, serving supplies and refreshments. If refreshments are provided by a business, logo cups/napkins may be used, as well as posters or banners.

The Chariton Public Library will provide off-site outreach programming to ensure equity of access and service to all patrons. These programs could include StoryTime events at local preschools and daycares, or presentations to community groups or organizations for the purpose of providing or promoting Library services.

Library programming shall not exclude topics or presenters because they may be controversial. Acceptance of a program does not constitute endorsement by the Library of the individual presenter's policies or beliefs.

The Library does not offer programs that support or oppose any political candidate, ballot measure, or specific religious conviction. However, educational or entertaining programs such as candidates' forums that include invitations to all recognized candidates, and holiday programs may be offered. Materials asking for Library visitors to sign a petition or letter are not permitted at Library programs.