Carleton Place Public Library

Policy Type: **Operational**

Policy Number: **OP - 11**

Policy Title: **Programming Policy**

Policy Approval Date: March 2016
Date of Last Review: June 2022
Year of Next Review: 2026

Programming is an integral part of the Carleton Place Public Library's service to the public. Programming provides information, invites public discussion, encourages curiosity and creativity, promotes literacy, reading, and the library's services and resources. The Library is committed to providing inclusive and accessible programming that meets the needs of our community. This policy defines the provision of programs at the library.

1. Programs are defined as any group activity offered to the public that staff coordinate, plan and/or present.

2. All programs are subject to approval by the library CEO.

3. Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by presenters or participants.

4. The library will:

   a) make available a wide spectrum of opinions and viewpoints
   b) select programs based on the interests and needs of the community
   c) use programs to promote interest in, and the joy of, reading
   d) make programs available free of charge except for fundraising events to benefit the library, or when funds are required to cover the costs of the program
   e) limit program attendance based on safe use of space, or when success of a program requires it
   f) make programs open to all, based on a first come, first served basis, either with advanced registration or at the door
   g) not offer programming that is purely commercial
   h) regularly evaluate the planning and delivery of library programs
   i) make available a process for user feedback and expressions of opinions/concerns about programs

5. The library may:

   a) offer programs for children, young adults, adults and families.
   b) set age limits or guidelines for program participation when the program is best suited to a particular age group or audience
   c) participate in cooperative programs with other agencies, organizations, institutions, or individuals. The Library's role in these circumstances may include, but is not limited to, library staff time in planning the program, providing space for the program, and promotion of the program.
   d) offer programs in the library facility, outside of the library, online, or via social media.

e) promote programs through brochures, news releases, and the library's website. The library may add, substitute, or remove programs as circumstances arise
f) cancel programs as deemed necessary, and will make every effort to notify the public.
g) allow presenters to display books for purchase

6. Program Guidelines:

a) No commercial products or services may be advertised or sold at Library sponsored programs, with the exception of authors invited to present at the library, who are given permission to sell their books.
b) Speakers will agree not to contravene the Criminal Code of Canada and the Ontario Human Rights Code during the course of their program.

7. Liability:

a) 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.
b) The Library does not assume responsibility for children while on Library property. Parents and caregivers are encouraged to inform program facilitators if the child has any pertinent medical, physical or allergy problems. Please see OP-14 Children in the Library Policy for further information on children in the library during library programs.
c) Programs, events and classes may be photographed or videotaped for library promotional purposes. Program attendees should notify library staff if they prefer not to be photographed.

8. Suggestions for Programming:

a) The public are encouraged to suggest topics for future programs and events. These suggestions will be considered in the context of the Library's mission, community interest, and availability of required resources. Not all suggestions will be used.

Related Documents:

Intellectual Freedom Policy

Carleton Place Public Library Program Evaluation Form

Carleton Place Public Library Program Proposal Form

OP-14 Children in the Library