Programs Policy

Definition & Purpose

A Library program is a public activity developed and facilitated by Library staff, or co-sponsored by the Library and facilitated by others occurring at the Library, on the Digital Branch, on a bookmobile or at offsite locations.

Library Developed & Facilitated Programs

The Library develops and implements programs to provide the public opportunities for learning, connection and entertainment, and to grant access to a diverse range of information and ideas in a safe and welcoming library setting. Library programs increase the community's awareness of the Library and its services and resources, and actively invite the community into the Library to learn and connect.

Program Standards

All Library developed and facilitated programs will meet the following program standards:

- Programs will be developed based on the interests and needs of the community.
- Programs will be in alignment with and work toward meeting the library's mission, vision, strategic priorities, and/or organizational goals.
- Programs will have clearly defined goals and outcomes.
- Programs will comply with all Library policies.

Program Development and Delivery

The Library's programming framework requires all programs to be formally proposed, approved by Library leadership and evaluated at regular intervals. While developing a program proposal, program staff are required to:

- identify and choose program content based on the interests and needs of the community,
- develop clearly defined goals and outcomes for their program,
- identify their program's target audiences and their developmental needs,
- identify and choose the most appropriate methods of delivery for their program, and
- develop clear program descriptions.

Co-sponsored Programs

The Library may deliver programs in collaboration with external entities or individuals. Collaboration allows the Library to offer the public access to subject matter expertise and experience to meet community needs. Whether a program idea originates from the Library, a community group or individual, Library staff shall determine whether the program idea:

- meets the Library's program standards,

- meets the needs and interests of the community,
- is compliant with the Library's meeting room policies,
- is deliverable within the Library's available resources
- supports the Library's mission, and
- the resources needed to accomplish the program are available.

If a program idea meets all of the above requirements, the Library may choose to co-sponsor and deliver the program. However, sponsorship of a program does not constitute the Library's endorsement of the content or the views expressed during the program.

Expression of Concern

Customer concerns regarding program sponsorship or co-sponsorship are to be addressed promptly and courteously as outlined in the Library's Expression of Concern Process.

Adopted by the Library Board of Trustees, June 21, 2007.
Revised and approved by the Board of Trustees, June 16, 2022.