

West Hartford Public Library

POLICY MANUAL

Revised by the West Hartford Library Board, May 18, 2020

Title: Program Policy

The West Hartford Public Library supports its mission of connecting people with the world of ideas and information by developing and presenting programs that provide additional opportunities for information, learning, and entertainment. Programming is an integral component of library service that:

- Expands the library's role as a community resource
- Introduces customers and non-users to library resources
- Provides entertainment
- Provides opportunities for lifelong learning
- Expands the visibility of the library

Ultimate responsibility for programming at the West Hartford Libraries rests with the Library Director, who may delegate responsibility to a staff program committee.

The Program Committee use the following criteria in making decisions about program topics, speakers, and accompanying resources:

- Community needs and interests
- Availability of program space and/or suitability of program for virtual presentation
- Treatment of content for intended audience
- Presentation quality
- Presenter background/qualifications in content area
- Budget
- Relevance to community interests and issues
- Historical or educational significance
- Connection to other community programs, exhibitions or events
- Relation to library collections, resources, exhibits and programs

All library programs are open to the public. Some programs may require advance registration for planning purposes or when space is limited, or may be limited to West Hartford residents. Permission slips signed by a parent or guardian may be required for programs intended for minors, such as film presentations. Attendance may also be limited by age or grade level.

The sale of books or other media by authors or performers is permitted as part of a library-approved program, if approved by the director. Presenters are responsible for completing their own sales; library staff are not to be made available to assist in this regard.

Programs cannot be used for solicitation or for partisan purposes, whether commercial, political, religious, or otherwise. Library sponsorship of a program does not constitute endorsement of the program content or of the views expressed by presenters or participants.

Relevant library policies such as Patron Rules of Conduct, Children's Use of the Library, and the Photography/Video and Film Recording Policy apply to all library programs regardless of venue.

Any individual requiring and accommodation to participate in a library program should contact the Library Administration two weeks prior to the program.