

Library Program Policy

River Falls Public Library

Approved: 03/02/2020

Purpose

The purpose of this policy is to inform the public about the principles and criteria by which library programs are selected. This policy applies to all library programs that are held inside or outside of the library building, or an offsite location.

It does not apply to use of meeting rooms by outside organizations hosting an event independent of the library. For information about use of meeting rooms, please refer to the Main Level Meeting and Study Rooms Policy or the Lower Level Use Policy.

Program Content

The River Falls Public Library offers programs and events to meet the educational, informational, recreational and cultural needs of our diverse community.

As with the Collection Development Policy, the library extends its philosophy of creating a balance of subject matters and diverse perspectives; as well as open access to information and ideas to the Library Program Policy.

As stated in Article II, of the [Library Bill of Rights](#), “Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.”

As stated in Article IV of the [Library Bill of Rights](#), “Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.”

Library programs do not constitute an endorsement of content of programs or views expressed by participants, of program topics, speakers or resources.

The library may establish time, place and manner (i.e. book club, book discussion, event, program series, forum, etc.) but otherwise supports the right of individuals to engage in free speech.

Community members and groups may also recommend topics or speakers for consideration to the library.

In no particular order, the following criteria are used in making decisions about program topics, speakers, and accompanying resources:

- Community needs and interests
- Diversity, equity and inclusion
- Availability of program space
- Treatment of content for intended audience
- Presentation quality
- Presenter’s experience and qualifications in content
- Budget
- Historical or educational significance
- Connection to other community programs, exhibits and events
- Relationship to Library collections, resources, exhibits or programs
- Professional performers and presenters reflecting specialized or unique expertise may be hired

Programs are not used for commercial, religious, or partisan purposes or for the solicitation of business. Commercial sales are not allowed on library property; exempt from this are musicians, authors, and film makers, who may sell their work and related merchandise before or after the event.

While organizations, businesses, and individuals may offer their expertise on topics of interest at no charge, they may not actively promote themselves during a program. Information about the organization may be available by request or on a

table for participants. Presenters may not actively solicit participants' contact information, but with prior approval from the Library Director and supervision of a staff member, the presenter may leave an optional sign-in sheet at a table.

Planning and Implementing

Performers and presenters will not be excluded from consideration because of their origin, background, sexuality, gender, religion, ability, or views, or because of possible controversy.

Planning and coordination of programs is done by library staff. However, library staff may partner with other community agencies, organizations, educational and cultural institutions, or individual to develop and present co-sponsored public programs.

Library staff who present programs do so as part of their regular library employment and are not hired as outside contractors for programming.

Publicity

Publicity for all library programs is the sole responsibility of the library unless specific approval is given to partners. All press announcements, posters and pamphlets for library programs must be approved by library staff before they are released.

Photography and Filming

Programs inside or outside the building or off-site may be photographed or video-recorded by the library staff or its representatives. Attendance at library programs constitutes the consent of all attendees and the consent of the parent or legal guardians of a minor child in attendance, to the future broadcast, publication, or other use of photographs or videos at the discretion of the library. Participants may request that their image not be used by the Library.

The library may utilize photos and videos from programs on its website, social media and in library publications. To ensure the privacy of all individuals, including children, images of attendees will not be used with full names without verbal approval from the photographed or filmed individual, parent or legal guardian.

If a contracted presenter does not wish to be photographed or filmed, they must notify the library of this in writing prior to booking a performance.

Attendance

All library programs are free and open to the public.

The Library does not deny access to library programs if patrons owe the library for overdue fines or other fees.

Reasonable accommodations for persons with disabilities will be made upon request.

Programs may be designed with certain age-limit parameters. Exceptions may be made at the discretion of the presenter or organizer.

While some programs may be designed for children under the age of 8 to attend independently, parents and caregivers must remain in the building.

Responsibility for supervising children's attendance at programs and events lies with parents or legal guardians.

Program attendees must comply with all library policies.

Registration may be required for planning purposes or when space is limited.

Any large group wishing to attend a library program is asked to contact the library to confirm that there will be space for their group.

Anyone is free to reject (not attend) programs and events that they do not approve of. However, individuals or groups cannot censor programs by preventing others from attending. The one exception is that a parent or legal guardian may choose for their minor child not to attend.