



“Our Roots are in Books”

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Library Program Policy

Purpose: To set guidelines for what types of programs are appropriate for presentations at the Library.

Statement of Policy:

A Library program is an event that promotes the use of library materials, facilities or services and/or offers the community informational, entertaining or cultural experiences. Programs are planned for the interest and enlightenment of all the people in the community. The Library strives to offer a variety of programs that reflect the broad range of community interests. The ultimate responsibility for programming at the Library rests with the Library Director, who administers under the authority of the Library Board of Trustees. The Library adheres to the principles endorsed in the American Library Association Library Bill of Rights.

Library staff involved in creating programs for the Library regularly meet to discuss ideas. After program approval, supplies can be purchased, speakers booked, and program dates finalized. Approved Library programs are promoted in Library printed materials and signs, in the media, and on social media.

1. Library programs shall be free and open to the public, but optional charges for materials or books that participants will keep may be levied.
2. When pre-registration is required, it must be handled by the Library. An attendance sheet may be circulated on the day of the program; however, it may not be used for any commercial purpose. Press releases and public notification of the programs must be approved by the Library Director.
3. Library programs must be non-commercial in nature. Although a business person or other professional expert may present a program, the information should always be generic in nature. No solicitation of business is permitted.
4. The sale of products at a Library program is not allowed. There are two exceptions:
 - 4.1 Because the Library wants to encourage reading, writing, and the appreciation of culture and because distribution channels for these materials are often lacking, writers, performers and artists may sell their own works at the Library following a Library program presenting said materials.
 - 4.2 The Friends of Flenniken Public Library may sell items at Library events and Programs they sponsor.
5. Attendance at Library sponsored programs is open to the public. The Library reserves the right to set age limits for children's programs. Attendance at other programs shall not be restricted because of age, gender, race, background or beliefs.

Events held in public meeting rooms of the Library are not necessarily Library-sponsored programs, as other groups and individuals are free to reserve these rooms when library activities are not scheduled. Not all spaces and rooms utilized in Library programs are available for the public to reserve.

If a patron has a question about a Library program, they should first address the concern with a Library staff member. Patrons who wish to continue their request for review of Library programs may submit a Request to Reconsider form. Requests for review of programs will be handled in the same manner as requests for reconsideration of Library materials.