Policy # 12: PROGRAMMING

A. General Policy

- a. The Library will initiate programs, exhibits, book lists, etc., to stimulate the use of the library materials and services for people of all ages.
- b. The Library will sponsor a few good programs throughout the year rather than several mediocre ones.
- c. The Board of Trustees will appropriate funding for the programming.
- B. Public Relations: Since programming is an excellent public relations tool the Library will:
 - Have some type of program to promote National Library Week which occurs in April.
 - b. Have some type of program to promote Children's Book Week which occurs in November.
 - c. When feasible will participate in community wide events such as county fairs, field days, etc.
 - d. When feasible co-sponsor programs with groups and community agencies within the auspices of Library policy.
 - e. Have other programs at the discretion of the Library director.
- C. Location: Library programming will not be limited to the Library building.
- D. Program Planning and Preparation:
 - a. The Library Director will supervise all Library sponsored programs.
 - b. The Library Director may delegate program planning, preparation, and execution to qualified Library volunteers under his/her supervision.

E. Program Resources:

a. The Library Director should use packaged programs available from the System such as puppets, Bi-Folkal kits, films, filmstrips, etc.

F. Evaluation: All programs for all ages should be evaluated in terms of :

Library goals

Timing

Location

Publicity

Cost Effectiveness

Appropriate Audience

Participants' Responsiveness

G. Programs for Adults

1. Goals

- To encourage adults to use the Library who may not be interested in Library materials.
- b. To actively promote Library services and materials.
- c. To expose adults to the modern Library with its variety of media.
- d. To interpret the Library materials collection.
- e. To present new ideas, skills, trends, etc.

2. Objectives:

- a. To gear programs to individual and community interests.
- b. To provide information and recreational types of programs.
- c. To provide a variety of programs:

Theme Programs Films

Discussion Groups Books/Media Fairs

Craft Programs Book Talks

Lectures Cultural Programs

Special Select Programs Computer Orientation

d. In addition to the two public relation programs (National Library Week and Children's Book Week), the Library Director will supervise a minimum of one additional program for adults.

3. Program Planning and Preparation

- a. The Library Director will supervise all Library sponsored programs.
- The Library Director is encouraged to use volunteers for adult programming, preparation, and execution.
- c. The Library Director is encouraged to confer with the appropriate System Staff.
- d. The Library Director and/or volunteers should plan programs in relation to other community and organization events in order to avoid unnecessary duplication.

4. Program Resources

- The Library Director is encouraged to use groups and community agencies who have prepared programs.
- b. The Library Director is encouraged to c-sponsor programs.
- c. The Library Director is encouraged to use talented members of the community.

H. Programs for Children

1. Goals

- a. To encourage children to use the Library and its multimedia materials.
- b. To make the Library a friendly place.
- c. To aid children in developing a love of the Library so they will become the adult users of tomorrow.
- d. To encourage children to develop their creative imaginations and skills.
- e. To provide programs for children of all ages.

2. Objectives

- a. To provide educational and recreational activities.
- b. To provide a variety of programs to expand their imaginations:

Theme Programs Nature

Story Hours Crafts

Puppet Shows Pet Shows

Reading Clubs Movies

Class Visits Pre-School Program

- c. To have children participate in the programs, i.e. show and tell
- d. In addition to the two public relation programs (Nal Library Week and Children's Book Week), the Library should sponsor a minimum of two children's programs.

3. Programs Planning and Preparation:

- a. The Library Director will supervise all Library sponsored programs.
- The Library Director is encouraged to use volunteers, parents, teachers and young adults for children's programs.
- c. The Library Director is encouraged to confer with the appropriate System's staff.
- d. Program procedures such as reservations tickets may be necessary because of demand and space limitations.

4. Program Resources

- a. The Library Director is encouraged to share the ideas on children's program with other member Libraries.
- b. Children's clubs and organizations.
- c. Talented community members.
- d. Professional story tellers.

I. Programs for Young Adults

1. Goals

- a. To brings Teens into the Library.
- To encourage and develop lifelong use of the Library.
- c. To provide educational and entertaining activities.
- d. To provide Teens with an opportunity to interrelate with others the same age or different ages through Library activities.
- e. To provide Teens with constructive Library projects.

2. Objectives:

a. The Library will attempt one program a year for young adults or an alternative Library project.

3. Program Planning and Preparation:

- a. The Library Director will incorporate the aid of young adults and an adult in planning, preparing, and executing the program.
- b. If a program is not feasible, the Library Director and the young adults should develop a means in which young adults will use the Library such as a structured volunteer program to assist the Library Director by doing programs with children and/or delivering books to shut-ins.

4. Program Resources:

a. Young Adults – Junior Friends