

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:

- a. 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

- a. 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.
- b. 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

- a. The Library Director is encouraged to use groups and community agencies who have prepared programs.
- b. The Library Director is encouraged to co-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.
- b. 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 bring Teens into the Library.
- b. 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