

LIBRARY PROGRAMMING (Approved 11/2023; Reapproved 11/2025)

Policy: The Library supports its mission to plan, develop, coordinate and provide comprehensive public Library services for Union County residents by developing and presenting programs that include opportunities for learning and entertainment. Programs are offered as a means through which the public of all ages, cultures, backgrounds, and interest groups can learn, share experiences, appreciate special interests, and exchange information. The library does not discriminate through its programming.

Library Programming is an integral library service that:

- Encourages exploration of new ideas and experiences
- Connects our community members to relevant information and each other
- Expands the Library's role as a center for learning and a community resource
- Strengthens partnerships within the community
- Increases the visibility of the Library and its resources

(Approved by the Board of Trustees 11/2023; reapproved 11/2025)

Procedures:

These procedures address programming (1) developed/sponsored by the Library and (2) developed by members of the community and co-sponsored by the Library.

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

- Relation to the Library's mission, collections, resources, exhibits, and other programs
- Relevance to community needs, interests, and issues
- Connection to other community programs, exhibitions, or events
- Presenter background/qualifications in content area
- Presentation quality/treatment of content for intended audience
- Historical or educational significance
- Availability of space
- Budget and staffing considerations

In addition, the library may draw upon other community resources in developing programs or partnering with other community agencies, organizations, educational and cultural institutions, and individuals to develop and present co-sponsored public programs.

Professional performers and/or presenters who reflect specialized or unique expertise may be hired for library programs. Performers and/or presenters must agree to follow all guidelines as stated in The Public Library for Union County Patron Code of Conduct. Library staff who present programs do so as part of their regular jobs and are not hired as outside contractors for programming.

All library programs are open to the public. The Library's philosophy of open access to information and ideas extends to library programming. Library sponsorship of a program does not constitute an endorsement of the content of the program.

Registration for program attendees may be required for planning purposes or when space is limited. Every attempt will be made to accommodate all who wish to attend a program. However, when safety or the success of a program requires it, attendance may be limited and will be determined on a first come, first served basis, either by advance registration or at the door. If attendance is limited, this will be

publicized in advance. Attendance at some library-sponsored programs may be restricted to specific age groups which are publicized in advance.

Programs may be held on site or at other locations. The request for the sale of products at Library programs must be approved in advance by the Library Director. Programs should be educational in nature and refrain from presenting information perceived to contain the intent to persuade or incite attendees. Programs are not to be used for commercial purposes, or for the solicitation of business, however, educational or entertaining programs may be offered. Materials asking Library patrons to sign a petition or letter are not permitted at library programs.

The Public Library for Union County is subject to the requirements of the Americans Disabilities Act of 1990. Any individuals who plan to attend any programs at the library and require certain accommodations which would enable them to observe and/or participate in any program, or who have questions regarding accessibility to the Library, are requested to notify library staff 24 hours in advance of the program.

Any group wishing to utilize a film, documentary or copyrighted material as part of their program is responsible for obtaining the rights to present intellectual property.

Library programs may be canceled at the discretion of the Library staff. Canceled programs are not automatically rescheduled.

The Library does not deny access to Library programs if patrons owe the Library for overdue fines or if they have lost library materials.

Program participants should expect that photographs/video may be taken by library staff during the event and used for the Library's website or marketing programs as referenced by the Library's Social Media Policy.

The Public Library for Union County welcomes expressions of opinion from patrons concerning programming. If a patron questions a library program or its content, they should first address the concern with a library staff member. Patrons who wish to escalate their request for review of library programming may submit their request to the Library Director. The Library Director will follow the procedures relating to a Request for Reconsideration of a library material, ensuring that the request for review is presented to the Board of Trustees at the next scheduled board meeting. The Library Director will notify the patron directly of the Board decision.