

Rosemary Garfoot Public Library Programming Policy

Purpose

The Rosemary Garfoot Public Library offers a variety of programs that aim to support the library's mission to meet the educational, recreational, and informational needs of the citizens that it serves. Programming is an integral part of library services that aims to increase the visibility of the library, promote the library as a community resource, and provide opportunities for entertainment, socialization, and life-long learning within the community.

This policy serves to provide library staff with guidelines to develop programs and events, to inform the public about the principles and criteria by which programs are selected, and to outline rules for outside performers and presenters to follow while working with the library. This policy does not cover privately-sponsored events or meetings that take place within the library (See Meeting Room Policy).

Planning and Implementation

The selection and planning of library programs and events is the responsibility of the professional staff of the Rosemary Garfoot Public Library, as overseen by the library director. Other staff members and library volunteers may assist with the implementation and facilitation of programs as needed. The library director may delegate authority to interpret policy in day-to-day programming decisions to professional staff members. The library director or their designee retains the authority to reject or approve programs or events based on the criteria set forth in this policy.

Library staff use the following criteria to make decisions about the library programs and events on offer:

- Relevance to the library's mission and service goals
- Relevance to current community needs and interests
- Availability of appropriate programming space
- Budget and staffing considerations
- Presentation quality
- Presenter background/qualifications in content area
- Historical, educational, or local significance
- Connection to and availability of other community programs and events
- Representation of diverse backgrounds, opinions, and viewpoints
- Attendance and feedback received at similar programs in the past

The library always welcomes suggestions from community members and other individuals for programs, events, partnerships, or outreach opportunities. Suggestions may be made by contacting the library director or other appropriate staff members in charge of programming. Community suggestions will be evaluated by the same criteria outlined above.

In addition, the library may develop and co-sponsor programs with outside organizations or institutions whose mission and goals are compatible. Co-sponsorship decisions are made based on shared interest, responsibility and benefits to each organization.

Library sponsorship of a program does not constitute an endorsement of the content of the program. Beliefs and opinions expressed during programs by speakers, presenters, performers, or other participants do not necessarily represent the viewpoint of the Rosemary Garfoot Public Library.

Program Attendance Guidelines

- All library programs shall be free and open to the public, unless the event is a fundraiser for the Friends of the Library.
- Every attempt will be made to accommodate all patrons who wish to attend a program; however, when the safety or success of a program requires it, attendance may be limited. In these cases, attendance will be determined on a first-come, first-served basis either through advance registration or first arrivals at the door. Programs that require registration will be advertised as such.
- Some programs are designed with certain age parameters in mind. When a program has an age limit, exceptions may be made at the discretion of the presenter or program organizer.
- Programs will be held in library facilities when appropriate; meeting room capacities will be observed. Programs may be held at other locations when the library is not equipped to handle an event or when hosting at an alternate venue will encourage increased access or attendance.
- Participants consent to being photographed and/or filmed and give permission for those images to be used for library promotion. Participants who do not wish to be photographed should notify library staff.
- Program participants must comply with all other library behavior policies. Participants who interrupt, interfere, or otherwise impede the enjoyment of the program for other attendees may be asked to leave.
- The library reserves the right to cancel an individual program due to severe weather, lack of attendance, or the absence of a suitable presenter or adequate library staffing. Canceled programs will be rescheduled when possible, but are not guaranteed to be made up. In the case of reoccurring programs (i.e. monthly or weekly events), the library reserves the right to cease offering a program at any time if it no longer aligns with the library's programming goals/criteria or fails to garner regular attendance.
- To request accommodations to attend a program, participants should contact the library at least two weeks in advance.

Presenter/Performer Guidelines

- Presenters/performers agree to conduct themselves in a professional manner and show respect towards all program participants, library staff, and other patrons while working with the library.
- Library programs must be non-commercial in nature. While organizations, businesses, and individuals may offer to present their expertise on topics of interest at no charge, they may not actively promote themselves or their paid services during a program. Presenters are allowed to provide further information about their organization or services to participants if specifically requested by that participant.
- Presenters may not actively solicit participants' contact information, nor may they ask for donations or tips from participants.

- Authors, artists, and musicians may be allowed to sell copies of their works at programs if the works directly relate to the topic of the presentation. Any sales of books, art, music, etc. must be cleared with the library director or program coordinator prior to the start of the program.
- The library will not sponsor a program that supports or opposes any individual political candidate, party, or ballot measure. Election information events, such as candidate forums, may be offered if they include invitations to all recognized candidates.
- Payment will be discussed between presenters/performers and the program coordinator prior to arranging and scheduling the program. This includes the amount the library will pay for the presentation/performance, the method of payment, and the date when payment is due. Programs will only be scheduled once the terms of payment have been agreed upon by both parties.
- Presenters must coordinate with the library on marketing and promotional materials. The library reserves the right to revise and edit any copy or marketing material provided by a program presenter as needed for the library's various promotional outlets.
- Presenters/performers may be asked to sign a contract agreeing to follow these guidelines.

Presenters/performers who wish to have the library sponsor their program should inquire with the Assistant Director (for adult/all-ages programs) or Youth Services Librarian (for teen/children's programs) by contacting the library with a brief description of what they would like to present, any required fees, and their contact information. Librarians will review program proposals on an ongoing basis and reply to inquiries within one month.

Intellectual Freedom Statement

The Rosemary Garfoot Public Library recognizes that at any given time some programs, events, or exhibits may be deemed inappropriate or offensive to some patrons. Selection of programs and events are based on the principles stated in this policy and will not exclude topics solely on the grounds that they may be controversial. The library board believes that censorship is purely an individual matter and declares that while anyone is free to reject for themselves programs or events that they do not approve of, he or she cannot exercise this right of censorship to other persons to attend or view. The Rosemary Garfoot Public Library adheres to and supports the ALA's Library Bill of Rights, Freedom to View Statement, and Freedom to Read Statement.

Approved 2/18/2025

Rosemary Garfoot Public Library Programming Contract

This contract is arranged between [Presenter Name/Organization] and the Rosemary Garfoot Public Library agreeing to a [Insert program title/topic] program to be held at the library on [Date] at [Time]. A fee of [Insert fee] will be paid on [Insert date] by the library in exchange for the presentation of the program [If no fee will be paid, change to “Presenter/Organization Name has agreed to present this program for free”].

In addition, by signing this contract, the presenter agrees to abide by all rules outlined in the library’s programming policy. A full copy of the programming policy can be found on the library’s website or emailed to the presenter upon request.

The parties agree to meet the following conditions when presenting this program:

[List additional agreements on the presenter OR library’s part here—i.e. local authors allowed to sell books at a reading, library will provide special supplies, etc. Delete this section if none.]

If there are any questions or concerns, please contact the library at 608-798-3881 or email [Librarian’s Name] at [Email].

_____	_____	_____
Librarian Signature	Name Printed	Date

_____	_____	_____
Performer/Presenter Signature	Name Printed	Date