

The Case Memorial Library

Library Programming Policy

PURPOSE

The Case Memorial Library offers programs to further extend the Library's mission and strategic plan to help educate and enrich the community in response to the intellectual, educational, and cultural needs and input of its patrons.

The Library Commission, the Library Director, and Library Staff recognize the responsibility of the Case Memorial Library to provide programs and materials that support diverse points of view on different topics. The Program Policy is intended to provide guidance for the development and presentation of programs which anticipate and meet the needs of our patrons. The American Library Association's Library Bill of Rights, the Freedom to Read Statement, the Freedom to View Statement, and the First Amendment and Censorship have been supported by the Case Memorial Library Commission and are an integral part of this policy.

The Case Memorial Library provides library programs and materials evaluated and made accessible in accordance with the protections against discrimination set forth in section 46a-64 of the Connecticut General Statutes.

DEFINITION OF A PROGRAM

A program is defined as an event sponsored or co-sponsored by the Case Memorial Library, which introduces a group attending to any of the broad range of library services or activities for children or adults, or which directly provides information to participants. A program can be a single event or a series of events that take place at the library, somewhere other than the library, or online. Programming furthers the mission of the Case Memorial Library.

Programming is a fundamental component of library service that:

- Introduces attendees to library resources and materials;
- Provides learning and entertainment opportunities to meet the informational, educational and recreational needs of those attending the program;
- Raises awareness and visibility of the library to the community;
- Supports and responds to emerging community interests as well as established interests and demands;
- Expands the library's role as a cultural and community center; and/or
- Extends outreach for underserved populations.

The Case Memorial Library uses partnerships with non-profit and civic organizations, government and commercial entities in order to reach new audiences and to create opportunities to meet the goals of programming. The Case Memorial Library staff may also be available to provide presentations or performances that support other organizations by presenting information about library resources and services on or off-site. This includes scheduled visits to schools, community events, and library tours, among others.

ROLES AND RESPONSIBILITIES FOR PROGRAMMING

Library programs are provided for the interest, information, and enlightenment of all residents. They represent a wide range of varied and diverging viewpoints. Library programs provide access to content that is relevant to the research, independent interests and educational needs of residents.

The ultimate responsibility for programming, as with all library activities, rests with the Library Director, who operates within the framework of policies determined by the Case Memorial Library Commission. The Library Director delegates program management responsibility to other members of the staff within the areas of service to children, adolescents, and adults. Librarians are professionally trained to curate and develop programs.

PROGRAM SELECTION

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

- Availability of resources such as space, staff time, and/or budget
- Community needs and interests (perceived or requested)
- National and local observances, commemorative months, and initiatives
- Potential to promote, supplement, and encourage use of the Library's collections and resources
- Presenter qualifications/experience in content area
- Safety and security of patrons and staff
- Relevance to the Library's mission and strategic plan
- Timing/length of the program

A program need not meet all of these criteria to be presented.

PROGRAM DEVELOPMENT

The process of program development and presentation involves the experience and knowledge of those staff members so designated by the Library Director. In making programming decisions, staff members use their education in collecting information, familiarity with the community, library resources, other programs and events, the existing collection, and budget. Staff consider the suitability of the program's materials, format, presenter, and relevancy when determining the intended audience. Programs with an intended audience are publicized as such.

The Library draws upon community resources in developing programs and attempts to partner with other community organizations, educational and cultural institutions, or individuals to develop and present or co-sponsor programs.

Library selection of a program does not constitute or imply an endorsement of its content or the views expressed by the participants by the Library, Library Staff, or the Town of Orange. Program topics, speakers, and resources are not excluded from programs because of possible controversy. The importance of programs is a resource for voluntary inquiry and the dissemination of information and ideas and to promote free expression and free access to ideas by residents.

Programs are not primarily for commercial purposes; however, presenters may leave their business card or brochure for program participants to pick up if they are interested in contacting the speaker after the program. While presenters may not distribute such materials as part of the program, performers or authors may sell books, CDs, or other items as part of a library program when approved in advance by the Library

Director. Programs sponsored by the Friends of the Case Memorial Library may include the sale of merchandise as a fundraiser to benefit the Library.

Library programs may take place at the library, online, or at off-site locations.

CO-SPONSORED/PARTNER PROGRAMS & PROFESSIONAL/VOLUNTEER PRESENTERS

The Case Memorial Library may host, partner or co-sponsor with other agencies, organizations, and businesses provided the programs are compatible with the library mission and goals outlined in our strategic plan. The library may generate joint programming and invite partners to co-sponsor or collaborate. Co-sponsored programs must include involvement by library staff in the planning.

Professional performers and presenters who offer specialized or unique expertise may be hired for library programs.

Volunteer presenters with recognized credentials relating to the programming topic and with public performance experience may be used if approved in advance by the Library Director. Offers to provide free programming at the library are subject to review by the Library Director.

Library staff will work with co-sponsors, performers and presenters to develop an advertising plan. All related advertising for programs must be pre-approved by the Library Director and Head of Public Services.

COORDINATION AND SUPERVISION

Library programs are open to the public and free of charge.

Responsibility for a child's access to Library programs rests solely with their parent or guardian. As stated in Free Access to Libraries for Minors: An Interpretation of the Library Bill of Rights, "Libraries and their governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child. Libraries and their governing bodies shall ensure that only parents and guardians have the right and the responsibility to determine their children's—and only their children's—access to library resources. Parents and guardians who do not want their children to have access to specific library services, materials, or facilities should so advise their own children."

The Library will make every attempt to accommodate all patrons who wish to attend a program. However, when available resources or safety requires it, attendance may be limited. The Library will not limit attendance due to topic.

PROGRAM ACCESS

When limits are established, attendance will be determined by advance registration through the Library's online calendar of events at <https://casememorial.librarycalendar.com> or at the door on a first come, first served basis. A wait list may be available for some programs. The staff member responsible for the program has sole discretion if the program has a wait list and how many spots are available. If a spot becomes available either before or on the day of the program, patrons on the wait list will be notified and offered the available spot based on their place on the wait list.

The Library reserves the right to deny attendance or request a patron to leave a program if they are disruptive to other patrons or the program facilitator.

This policy refers to programs selected by the Case Memorial Library, not programs held at the Library by a community member or group in a Meeting Room.

The Program Policy is subject to review and amendment by the Library Commission.

VIRTUAL PROGRAMS

In an effort to reach the greatest volume of patrons, the Library will also offer virtual programs. These programs will utilize Library approved virtual meeting platform(s) that patrons may use to access virtual programs from their own devices and may include programs that are simultaneously run at Library facilities along with programs that are solely offered virtually.

Some virtual programs may be pre-recorded and broadcasted via the internet or recorded as presented for later viewing. In the event an interactive program is being recorded, attendees will be informed of that fact at the start of the program.

All Library virtual programs will be hosted via the Library's virtual meeting account(s). A designated Library staff member will act as "host". An external presenter will be made the "cohost". While hosting the virtual program, the Library may mute attendees, lock the event after the program has begun, dismiss participants and the like.

Patrons attending virtual programs are expected to adhere to the Case Memorial Library's Rules of Conduct while in attendance, and failure to do so during a virtual program may result in their immediate removal from said program. Depending on the severity of the violation individuals may also be banned from attending some or all future Library virtual programs.

Patrons are required to use their own equipment to attend Library virtual programs. Case Memorial Library will make its best good faith effort to utilize a virtual program platform that will be compatible with the widest array of hardware and operating systems, but the Library makes no representation that every patron will be capable of accessing Library programming virtually using their personal devices or internet connections.

Furthermore, the Library makes no representation as to the quality of the audio or visual aspects of its virtual programs, nor of the stability of the internet connection on the side of the patron, the presenter, or the Library host. Finally, while the Case Memorial Library will make all reasonable efforts to ensure the digital security of its virtual events, patrons attending said events understand and accept that all online activity comes with some degree of risk and agree that the Library is not liable for any physical, emotional, or financial damages that may result from attending a Library virtual event.

PROGRAM MATERIALS

Books, CDs, DVDs or other ancillary materials related to the content of a program may be offered for sale at a Library program as a convenience to attendees.

PROGRAM EVALUATION

To provide the highest quality and most useful programming, Library staff will gather information about program results to guide future programming decisions. Outputs, such as the number of attendees at a program, will be gathered for all or almost all programs. Outcomes, such as how well the content of a program helped attendees learn about the program's topic, will be gathered at times when such data is required for grant reporting or would be helpful in evaluating a new program topic or format.

REVIEW AND RECONSIDERATION

The Library limits consideration of requests to reconsider programs to individual residents of the Town of Orange. Please see our Statement of Reconsideration Policy and reconsideration form for further information on this process. All library materials are evaluated and made accessible in accordance with the protections against discrimination set forth in section 46a-64 of the Connecticut General Statutes.