THE COLONY PUBLIC LIBRARY PROGRAM POLICY

Adopted by The Colony Public Library Board 10/18

Mission Statement: "Information, Imagination, Inspiration, Innovation" - With this motto in mind, The Colony Public Library is dedicated to improving its customers' quality of life by facilitating their search for informational, educational, technological, and recreational resources and materials.

TCPL strives to select, organize, and provide access to a wide variety of resources and materials, to be responsive to the needs of the public, and to cultivate the maximum use of its resources and services.

I.   PURPOSE

The Colony Public Library provides programming to serve the Library's mission and to expand the visibility of the Library in the community.

II.   RESPONSIBILITY

Responsibility for the planning and implementation of Library programming rests with the Library Director, who may share this duty with or delegate this duty in its entirety to the Assistant Library Directors and their staff.

III. CRITERIA

In planning and developing Library programming, Library staff will apply the following criteria:

1. Relation to Library mission and service goals
2. Community needs and interests
3. Availability of program space
4. Presentation quality and treatment of content for intended audience
5. Presenter experience and qualifications in content area
6. Budget and staffing considerations
7. Historical or educational significance
8. Representation of diverse cultural backgrounds, opinions, and viewpoints
9. Appeal to a range of ages, interests, and information needs
10. Connection to other community programs, exhibitions, or events

IV.   PROGRAMMING RESOURCES

1. The Library draws upon and partners with other community agencies, organizations, educational and cultural institutions, and/or individuals to develop and present programs.
2. Professional performers and presenters with specialized expertise may be hired.
3. Performers and presenters will not be excluded from consideration based on any protected group status as defined by applicable federal, state, or local laws and regulations.
4. Library staff who present programs will do so as part of their regular job and are not hired as outside contractors for programming.

V.   FEES

1. The Library strives to provide the vast majority of its programming free of charge.
2. A fee may be charged to:

    a) Recover the cost of a presenter, materials, or supplies when it would otherwise not be feasible to offer the program
    b) To cover the cost of an educational program which provides an official certification or endorsement
    c) Sale of items during Library programs is permissible if fund-raising to benefit the Friends of The Colony Public Library

3. The Library does not offer programs of a commercial nature, including but not limited to, presentations offered for free, but with the intention of soliciting future business.

VI.   SCHEDULING

1. Individuals wishing to propose a Library program will complete the following steps, in the stated order:
    a) Fill out a Library Volunteer Form
    b) Fill out the Library Program Proposal Form (Appendix A)
    c) Await contact from the Library to discuss program and, if approved, begin scheduling process

2. The Library reserves the right to cancel and/or reschedule programs. Notice of cancellation and/or rescheduling will be given with as much advanced notice as possible. Library staff will be responsible for press releases and public notification for Library programs.

VII.   CONTENT

1.   The Library will not offer programs that support or oppose any political candidate or ballot measure; however, election information, such as candidates' forums that include invitations to all recognized candidates, may be offered. As it is not consistent with passive distribution, materials asking for Library visitors to sign a petition or letter are not permitted at candidates' forums or other Library programs.
2.   The Library will not offer programs that support or oppose any specific religious conviction. Programs whose purpose is to provide information about religious traditions as a part of multicultural education are permitted.
3.   Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by participants, nor is it responsible for the factual correctness of the content of a presentation. Program topics, speakers, and resources are not excluded from programs because of possible controversy.

VII.   ATTENDANCE

1.   All Library programs are open to the public. Every attempt will be made to accommodate all who wish to attend a program.
2.   If the safety or success of a program requires it, attendance may be limited and may require advance registration, acquisition of tickets, or be determined on a first-come, first-served basis.
3.   Program attendance may be limited based on age.

VIII.   COMMUNITY COLLABORATION

1.   Library sponsored programs may be held at the Library or off-site.
2.   The Library may co-sponsor programs with other agencies, organizations, and/or businesses that are compatible with the Library's mission and goals.
3.   Co-sponsorship and collaboration decisions are made on the basis of mutual needs and equitable benefits between the Library and potential partners.
4.   External organizations or individuals partnering with the Library for programs must coordinate marketing efforts with the Library.