

NOTL Public Library

Policy Type: **Operational**

Policy Number: **OP - 06**

Policy Title: **Programming Policy**

Policy Approval Date: **September 2015**

Policy Review Date: **September 2017**

The library offers programs to children, young adults, adults and families. Programming supports the library's mission to enrich the community by encouraging and providing access to the world's ideas and information. Programming provides information, invites public discussion, encourages curiosity and creativity and promotes literacy and reading. Programming promotes the library's services and resources. This policy defines the provision of library programs.

1. Programs are defined as any group activity offered to the public that supports the library's mission.
2. The library will:
 - a. select programs based on the interest and need of the community
 - b. use programs to promote interest in, and the joy of, reading
 - c. use programs to enrich and connect the community
 - d. make available a wide spectrum of opinions and viewpoints
 - e. limit program attendance based on safe use of space, or when success of a program requires it
 - f. make programs open to all, based on a first come, first served basis, either with advanced or at the door registration
 - g. not offer programming that is purely commercial
 - h. not offer programming that contravenes the Ontario Human Rights Code or Criminal Code
 - i. not offer programming that promotes a religious faith or political party
 - j. regularly evaluate the planning and delivery of library programs
 - k. not charge program fees for literacy-based programs
 - l. refund program fees with 48 hours cancellation notice
 - m. credit program fees with less than 48 hours cancellation notice
3. The library may:
 - a. participate in cooperative programs with other agencies, organizations, institutions or individuals
 - b. sponsor programs in the library facility or outside of the library
 - c. promote programs through brochures, news releases, and the library's website
 - d. allow presenters to display products or books for purchase
 - e. limit access to programs based on disruptive behavior
 - f. charge program fees to recover costs

4. Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by presenters or participants.

Further interpretation of this policy is the responsibility of the CEO and the NOTL Public Library Board. The Board reserves the right to make, modify, revoke, suspend, terminate or change any policy or procedure, in whole or in part, at any time.