

Library Program Policy

The Library supports its mission of connecting people with the world of ideas and information by developing and presenting programs that provide additional opportunities for information, learning, and entertainment. Programming is an integral component of Library service that:

- Expands the Library's role as a community resource
- Introduces patrons and non-users to Library resources
- Provides entertainment
- Provides opportunities for lifelong learning
- Expands the visibility of the Library

Ultimate responsibility for programming at the Library rests with the Library Director, who administers under the authority of the Board of Trustees. The Library Director, in turn, delegates the authority for program management to appropriate departmental staff.

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

- Community needs and interests
- Availability of program space
- Treatment of content for intended audience
- Presentation quality
- Presenter background/qualifications in content area
- Budget
- Relevance to community interests and issues
- Historical or educational significance
- Connection to other community programs, exhibitions, or events
- Relation to Library collections, resources, exhibits, and programs

In addition, the Library draws upon other community resources in developing programs and actively partners with other community agencies, organizations, educational and cultural institutions, or individuals to develop and present co-sponsored public programs. Professional performers and presenters that reflect specialized or unique expertise may be hired for Library programs. Performers and presenters will not be excluded from consideration because of their origin, background, or views, or because of possible controversy. Library staff who present programs do so as part of their regular job and are not hired as outside contractors for programming. The Library is interested in the opinions and suggestions for Library programs. These suggestions or opinions should be communicated to Library staff managing programs for the service areas, the Library Director and/or the Board of Library Trustees. Community members interested in offering a program can refer to the Adult Program Proposal Policy.

All Library programs are open to the public. A fee may be charged for certain types of Library programs. Registration may be required for planning purposes or when space is limited. Programs may be held on or off site.

SHREWSBURY PUBLIC LIBRARY
POLICY MANUAL

Any sales of products at Library programs must be approved by the Board of Library Trustees and performers are encouraged to donate 10% of the proceeds to benefit the Friends of the Library. Programs are not used for commercial, religious, or partisan purposes or the solicitation of business.

External organizations or individuals partnering with the Library on programs must coordinate marketing efforts with the Library's staff and secure staff approval before distributing any promotional materials.

The Library's philosophy of open access to information and ideas extends to Library programming, and the Library does not knowingly discriminate through its programming. Program topics, speakers, and resources are not excluded from programs because of possible controversy. Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by participants or speakers.

Virtual Programs

In an effort to reach the greatest volume of patrons and to continue to provide Library programming during times when the physical building is not open, the Library will also offer virtual programs. These programs will utilize a Library-approved virtual meeting platform that registered patrons may use to access virtual programs from their own devices and may include programs that are simultaneously run at the physical Library along with programs that are solely offered virtually.

All Library virtual programs will be hosted via the Library's virtual meeting account, and the presenter will be made the "co-host." A Library staff member set as the "host" will be present for all virtual programs to manage the event and deal with any technological, logistical, or behavioral issues that may arise. While hosting the virtual program, the Library will follow standard industry best practices for virtual events such as muting attendees, locking the event after the program has begun, etc.

All virtual programs will require patrons register in advance, and Library staff will e-mail registered patrons a link to log in on the day of the program. Those not registered before the start of a virtual program will not be allowed to attend. Patrons attending Library virtual programs are expected to adhere to the Shrewsbury Public Library's Appropriate Library Use Policy 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, and while the Shrewsbury Public 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, the Shrewsbury Public Library makes no guarantees that every patron will be capable of accessing Library programming virtually using their personal devices or internet connections. Furthermore, the Shrewsbury Public Library makes no guarantees of 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 Shrewsbury Public Library

SHREWSBURY PUBLIC LIBRARY
POLICY MANUAL

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 the Library is not liable for any emotional or financial damages that may result from attending a Library virtual event.