



# Dryden Public Library Board

## POLICY

<b>SECTION: OPERATIONAL</b>	<b>NO: OP-10</b>
<b>TITLE: Programming Policy</b>	<b>Date: April 2021</b>
	<b>Next Review Date: April 2024</b>

### 1.0 Policy Statement

The Dryden Public Library is committed to developing engaging educational and recreational programming to support the Library's mission and goals. As one of the Library's core services, programming is developed to meet existing or emerging interests and demands in the community. This policy defines the provision of programs at the Dryden Public Library.

### 2.0 Scope

- 2.1 A program is defined as any group activity offered to the public that library staff coordinate, plan and/or present.
- 2.2 Programs may include activities offered in the Library by staff or community partners, or activities offered offsite by library staff.
- 2.3 The purpose of programming at the Library is to:
  - 2.3.1 Stimulate imagination and inquiry by providing information, inviting public discussion, and encouraging curiosity and creativity
  - 2.3.2 Promote literacy and the enjoyment of reading
  - 2.3.3 Promote the Library's collections and services, or provide library orientation
  - 2.3.4 Provide educational, recreational, and cultural opportunities to patrons of all ages

### 3.0 Programming Policy

- 3.1 The provision or hosting of a program does not constitute an endorsement of the content of the program or the views expressed by presenters or participants by the Dryden Public Library, its Board, or its staff.
- 3.2 The Library will deliver programs for children, young adults, adults, seniors and families.
- 3.3 Wherever possible library programs are offered free of charge. In special circumstances admission may be charged on a cost-recovery basis.

- 3.4 Admission may be charged for fundraisers held by the Friends of the Dryden Public Library, the Dryden Public Library Board, or other not-for-profit organizations as approved by the CEO.
- 3.5 The Library may partner with not-for-profit or for-profit organizations to offer programming content at the Library. The Library may work with partners to provide content and present programs in other venues. Decisions on programming partnerships will be based on the criteria listed in section 2.3 and on the Library's stated strategic goals, values, and mission statement.
- 3.6 When community partners provide content for library programs the Dryden Public Library will waive room rental fees. Staff support for marketing and promotion and on-site assistance may also be provided.
- 3.7 The Library makes its programming/board room available for rental, however library programs will have priority for all facility use.
- 3.8 The Library may limit attendance or require advanced registration for programs based on safe use of space or availability of program materials and supplies.
- 3.9 Programs will be open to all on a first come, first served basis, either at the door or with advanced registration.

#### **4.0 Evaluation**

- 4.1 The Library accepts feedback and suggestions for programming either through program evaluation forms or through our suggestion box.
- 4.2 The Library will evaluate programs based on level of attendance, participant satisfaction, outcomes achieved, cost effectiveness and other relevant criteria.
- 4.3 Patrons may be provided with program evaluation forms at the end of a program (either at the end of a session for standalone programs or at the end of a term for ongoing programs). Patron evaluation forms may be kept on file as a resource for future program and strategic planning

#### **5.0 Liability**

- 5.1 The Library does not assume responsibility for damages, personal injury, illness or theft arising from participation in any program, or in any facility, or at any location where a program is held.
- 5.2 The Library does not assume responsibility for children while on library property. Parents and caregivers are expected to remain in the Library during programs, and are required to attend programs with all children under the age of five (5). Parents and caregivers are expected to follow the guidelines for supervision of children outlined in *OP-07 Children's Services*.
- 5.3 For the safety of staff and participants, parents and caregivers must inform library staff if their child has any pertinent medical, physical or allergy issues.

**Related Documents:**

Dryden Public Library, *OP-07 Children's Services*

Dryden Public Library, *OP-08 Young Adult Services*

History			
<b>Approval Date:</b>	February 2017	<b>Approved by:</b>	L Ayers
<b>Amendment Date:</b>	April 2021	<b>Approved by:</b>	M Benson
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