



Dryden Public Library Board

POLICY

SECTION: OPERATIONAL	NO: OP-10
TITLE: Programming Policy	Date: June 2024
	Next Review Date: June 2028

1.0 Policy Statement

The Dryden Public Library is committed to offering engaging educational and recreational programs. Programming is developed to meet community needs. This policy defines how programs are run at the Dryden Public Library.

2.0 Scope

- 2.1 A program is any activity that Library staff plan, run, or participate in.
- 2.2 Programs can be held in the Library or offsite.
- 2.3 Programs can be active or passive. Active programming involves staff directly engaged in the program. Passive programming is self-directed by the participant.
- 2.4 The purpose of programming is to:
 - 2.4.1 Encourage curiosity and creativity by sharing information, inviting discussion, and encouraging imagination and questions.
 - 2.4.2 Promote literacy and the enjoyment of reading.
 - 2.4.3 Promote the Library's collections and services.
 - 2.4.4 Provide educational, recreational, and cultural opportunities to all ages.
 - 2.4.5 Support the Library's mission and goals.

3.0 Programming Policy

- 3.1 Holding or hosting a program is not an endorsement of its content or views of 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 Library programs are free. In special circumstances, admission may be charged on a cost-recovery basis.
- 3.4 Admission may be charged for fundraisers held by:
 - 3.4.1 The Friends of the Dryden Public Library.

- 3.4.2 The Dryden Public Library Board.
- 3.4.3 Other not-for-profit organizations, as approved by the CEO.
- 3.5 The Library may partner with other organizations to offer programs. Decisions on programming partnerships will be based on the criteria listed in section 2.4.
- 3.6 When community partners provide content for Library programs the Dryden Public Library will waive room rental fees. Staff support may also be provided.
- 3.7 The Library may limit attendance or require advanced registration for programs. This can be based on safe use of space or availability of materials and supplies.
- 3.8 Programs will be open to all on a first-come, first-served basis, either at the door or with advanced registration.
- 3.9 Dryden Public Library staff, Board members and their immediate family members cannot enter to win any and all draws, raffles or contests organized or sponsored by the Library.

4.0 Evaluation

- 4.1 The Library accepts feedback and suggestions for programming.
- 4.2 The Library will evaluate programs based on attendance, participant satisfaction, outcomes, cost, and other relevant criteria.
- 4.3 Attendees may be asked to fill out program evaluation forms.

5.0 Liability

- 5.1 The Library does not assume responsibility for damages, personal injury, illness, or theft arising from participation in programs, no matter where they are held.
- 5.2 The Library is not responsible for children during programs. Caregivers must follow the guidelines for supervision of children outlined in *OP-07 Children’s and Youth Services*.
- 5.3 Parents of children participating in programs are responsible for ensuring the safety of their children.

Related Documents:

Dryden Public Library, *OP-07 Children’s and Youth Services*

History			
Approval Date:	February 2017	Approved by:	L Ayers
Amendment Date:	April 2021	Approved by:	M Benson
Amendment Date:	June 2024	Approved by:	2022-2026 DPL Board
Amendment Date:		Approved by:	