



James Blackstone Memorial Library *Program Policy*

As part of the James Blackstone Memorial Library's mission to provide essential access to information, resources, and unique shared experiences, the Library presents programs that offer information, education, and recreation to the residents of our community to further the goals and objectives of the Library's strategic plan. These programs will often be presented in cooperation with other agencies and institutions as well as other public and private resources.

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

Programs may represent the wide range of ideas and views contained in our materials collection and will represent the Library's philosophy of free access to information. Library sponsorship of a program does not constitute endorsement of the program content or the views expressed by the presenters or participants.

Programs are selected by the Programming Committee, and the ultimate responsibility for selection of Library programs rests with the Library Director. The Programming Committee and the Library Director use the following criteria when making decisions about program topics, speakers, and accompanying resources:

- Relevance to community needs and interests
- Presenter background/qualifications in content area
- Budget
- Connection to other community programs, exhibitions, partners, or agencies
- Relation to library collections and resources
- Historical, cultural, or educational significance
- Relevance to [strategic plan initiatives](#)
- Availability of appropriate Library space and staff availability

For Presenters

Library sponsored programs:

- Programs must be free and open to the public.
- Programs that are intended to serve as a platform for partisan or promotional purposes, whether commercial, political, religious, or otherwise, will not be approved. Programs may not serve as a means to generate income for any sponsoring group or individual.
- Products or services will not be sold during programs at the Library. Excepted from this are authors who come to speak about books they have authored and performers who have recordings available for sale.
- No attempt may be made by presenters to obtain the names, addresses, email addresses, or telephone numbers of attendees as a condition of attendance. Presenters may provide their contact information after a program has concluded so that attendees can voluntarily contact them if they so choose or provide a signup sheet for attendees to voluntarily opt in to being contacted.
- In our promotion of programs, organization names or business affiliations may be used. This does not constitute endorsement, merely acknowledgment.

- Relevant Library policies, such as the [Code of Behavior](#) and [Child Behavior and Supervision Policy](#), apply to all library programs regardless of venue.

Community Partnership Programming

The Library encourages and welcomes program proposals from individuals and community groups. When a community group, agency, or individual approaches the Library with a programming request, the Library will consider partnership based on the following criteria:

- The program fulfills the purpose of a Library program, as defined above
- The program supports the Library's mission and strategic priorities
- The resources needed to accomplish the program are available and appropriate

Programming partners are expected to actively participate in the development, promotion, presentation, and evaluation of programs. The Library's role includes, but is not limited to: facilitating and approving program design; furnishing appropriate space and equipment; coordinating promotion, and offering supplementary Library resources

Applying for Library sponsored programs:

Library Sponsored programs include the use of Library space and staff involvement in the planning or logistics.

- Events must be planned within normal operating hours.
- Sponsorship may include promotion or publicity by the Library and contributions toward expenses or supplies.
- Prospective presenters, whether paid or volunteer, must fill out a "[Program Proposal Form](#)."
- Each presenter will work with the Program Coordinator to plan the necessary logistics for their event.
- All publicity will either be created or approved by library staff.
- Presenters will provide the [Programming Coordinator](#) with the materials and information they wish to be used in publicity.

Attendance

All programs must be open to the public. Every attempt will be made to accommodate all who wish to attend a program.

- Attendance may be limited if the number of participants reaches the room capacity established by the Branford Fire Department.
- When safety or the nature of a program requires it, attendance will be determined on a first-come, first-served basis or by pre-registration.
- Programs designed for specific audiences may have attendance restrictions or requirements based on age. Programs designed for a general audience have no age restrictions.
- It is the responsibility of parents or legal guardians, not Blackstone Library staff, to guide their own children's use of the library and its resources and services.

Evaluation

Programs will be evaluated based on data collected from the audience, program partner(s), and staff.

*Adopted by the Library Board of Trustees June 5, 2013
Amended by the Library Board of Trustees April 12, 2023*