MNG-25

LIBRARY PROGRAMMING

Policy Statement:
The Library Programming Policy outlines our philosophy and guidelines as it pertains to programming. It assures that programming at Manhattan Public Library reflects Library goals and the community needs in Manhattan.

Programming is a fundamental component of library service that:
- Introduces attendees to library resources and materials;
- Provides learning and entertainment opportunities to meet the informational, educational, and recreational needs of those attending the program;
- Raises awareness and visibility of the library to the community;
- Supports and responds to emerging community interests as well as established interests and demands;
- Reflects equitable outreach and engagement to a diverse community;
- Extends outreach for underserved populations.

Definition:
A program is defined as an event sponsored or co-sponsored by the Library.

Regulations:

1. The Library may use partnerships with non-profit and civic organizations, government and commercial entities in order to create opportunities to meet the goals of programming.
2. The Library prioritizes customer safety in the delivery of its services. Programs will be developed with consideration for the principles of accessibility, equity and inclusiveness, and will contribute to the Library's welcoming environment. Reasonable accommodations will be made to ensure that programs are accessible to all who wish to attend and participate.
3. Library programming should align with the Library Bill of Rights and Library-Initiated Programs as a Resource: An Interpretation of the Library Bill of Rights.
4. Library selection of a program does not constitute an endorsement of the content of the program or the views expressed by presenters. Decisions to provide programs will not be made on the basis of any anticipated approval or disapproval, but solely on the merits of the program in serving the interests of Library customers.
5. The Library's philosophy of open access to information and ideas extends to programming. Most Library programs are free and open to the public; however, some programs or classes may require a nominal materials fee. Registration may be required for planning purposes or when space is limited.
6. Some programs may be developed for a particular audience, i.e. attendees should be within the appropriate age group such as children or teens, or may require an accompanying adult. All program participants must comply with the Library's

Customer Conduct policy. The Library reserves the right to set age limits or recommendations for programs. In determining appropriate age recommendations, staff will consider the suitability of the program's materials, format, and program presenters, the relevancy and suitability of topic, messages and programming methods for the intended audience. Programs designed for specific audiences will be publicized as such. The responsibility for child attendance at Library programs rests with their caregivers.

7. Library programs must have educational, informational, or cultural value to the community. Programs of a purely commercial nature, or those designed for the solicitation of business will not be offered by the Library.

8. Programs that support or oppose any political candidate or ballot measure will not be approved or offered by the Library. However, educational programs, such as candidate forums that include invitations to all recognized candidates, may be offered.

9. Programs will not be offered or approved that endorse or oppose a specific religion. Programs are planned to be inclusive of all cultures and of all religions and beliefs. Holiday programs may be offered for the entertainment of library customers.

10. The following activities will be permissible at Library-initiated programs or on Library property:
    a. Fundraising to benefit Manhattan Public Library, or sponsored by the Manhattan Library Association or the Manhattan Library Foundation.
    b. The sale of books, music, movies or other items by authors, performers, or presenters as part of a Library sponsored program.

11. Library staff uses many criteria when making decisions about program topics, speakers, and accompanying resources, including:
    a. Library goals
    b. Community needs and interests
    c. Relation to library collections, resources, services, and events
    d. Connections to other community programs, exhibits, or events
    e. Historical or educational significance
    f. Treatment of content for intended audience
    g. Presenter expertise and/or public performance experience
    h. Popular appeal
    i. Budget and staffing resources

12. The Library may draw upon other community resources when developing programs and may actively partner with other community agencies, organizations, educational and cultural institutions, or individuals to develop and present co-sponsored public programs.

13. Organizations or individuals collaborating with the Library on programs must coordinate marketing efforts with the Library's Community Engagement Lead.

14. 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. The Library may conduct reference checks in

advance of contracting with the performer or presenter to ensure quality standards.

15. All performers or presenters that are not an employee of Manhattan Public Library will be supervised by Library staff.

16. Unsolicited offers from individuals and organizations to present programs will be considered and evaluated using the criteria in regulation 11. The Library is generally unable to schedule individual author programs with book sales due to staffing limitations and the number of requests received for this type of event.

17. A program proposal form must be submitted before unsolicited offers will be considered.

18. Assessments of the effectiveness of Library programs are based on attendance and audience satisfaction. Other evaluation criteria include attraction of new customers to the Library, the promotion of Library goals, and program evaluation forms.

19. The library reserves the right to use video or photographs taken of the program participants for internal use, publication, use in Library promotional outlets, and evaluation purposes.

20. The Library Director and designated department staff are responsible for development and presentation of programs.

21. The Library welcomes expression of opinion from customers concerning programming. Customer concerns about a Library program should be shared with the Library staff member in charge of the event. Customers who wish to continue their requests for review of a program or the denial of a request to present a program may submit a Request for Review form. Requests for review of programs will be considered in the same procedural manner as requests for reconsideration of library materials. Customers who disagree with the findings of a Review Committee may appeal the issue to the Library Director, and then to the Library Board of Trustees.

22. The Library welcomes groups and organizations to utilize meeting rooms for programs and meetings as provided by Library policy MNG-8.