

LIBRARY PROGRAMMING POLICY

Purpose

The Durham Public Library (“the Library”), in keeping with its mission to provide access to ideas, knowledge, and enjoyment that promote community growth and enrichment, develops and presents programs that provide information, learning, and entertainment. Programming is an integral component of Library services that promotes and complements the Library’s other services and collections. Programs are provided for the interest, information, and enlightenment of all residents, and aim to represent a wide range of varied diverging viewpoints and will provide access to content that is relevant to the research, independent interests, and educational needs of residents. The Library recognizes the importance of programs as resources for voluntary inquiry and the dissemination of information and ideas, and to promote free expression and free access to ideas by residents. This policy provides guidelines for the development, management, and oversight of programs presented by the Library.

Key Definitions

A Library program is a free event, virtual or in-person, planned by the Library staff for the benefit of those members of the public who opt to attend. It may involve outside presenters, facilitators, or performers and may be presented in cooperation with other entities. Use and/or scheduling of a public meeting room by an organization or individual to hold a public event is not a Library program. Please see Meeting Room Policy for more information.

Scope

This policy applies to all Library programs.

Roles and Responsibilities:

The Library Board delegates development, presentation, and oversight of programs to the Library Director and staff.

Designated Library staff are responsible for the development, coordination, and supervision of Library programs. The final responsibility for the library program is held by the Library Director, but day-to-day responsibility is shared by library employees throughout the library that are professionally trained to curate and develop programs.

Attendees are responsible for complying with the Library’s Patron Responsibility Policy.

Procedures

- I. **Program Selection:** The Library strives to present programs that are educational, informational, cultural, or recreational and avoids programs that do not meet these standards. Topics, content, and timing of Library programs are developed with consideration of available resources and keeping community needs and interests in mind. Program selection is based upon the suitability of topic, format, and intended audience. A program will not be excluded because its topic may be regarded by some as

controversial. Library sponsorship of a program does not constitute or imply an endorsement of the content of the presenter of the program. The library provides programs created or curated by librarians or staff members of the library as well as allowing programs created by members of the public or community groups, at the library's discretion.

- a. Library programs strive to have an educational, informational, cultural, or recreational 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.
- b. 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.
- c. Programs that support or oppose a specific religion will not be approved or offered. Programs are planned to be inclusive of all cultures and of all religions and no religion. Library programs may address religious themes to education or inform, but not to promote, observe, or proselytize a particular religious conviction. Holiday programs may be offered for the entertainment of Library patrons.

- II. **Program Development, Coordination, and Supervision:** Library programs may originate from Library staff, partnering institutions, or members of the public.

In the event of a co-sponsored program, supervision of the program may be delegated to the co-sponsoring organization depending upon the timing and venue of the program. All programs sponsored or co-sponsored by the Library, however, must abide by this policy regardless of where they are hosted.

- III. **Program Access:** Library programs are free and open to the public on a first-come first-served basis. Registration may be in advance online or at the door. For programs targeted to a specific audience, e.g. children or teens, and promoted as such, preferential admission may be offered to those groups on a first-come, first-served basis, limited to those individuals as the Library deems appropriate.

- IV. **Virtual Program Delivery:** Some Library programs may be offered using a Library-approved virtual meeting platform that registered patrons may use to access the virtual program from their own internet-enabled devices.

Live virtual programs require advance registration. Registered participants will receive, via email, a link to log on to the program and must not share that link with others. Information collected during the registration process will be used only to communicate information about that program or to confirm eligibility to participate in that program.

Patrons attending virtual programs are expected to adhere to the Library's Patron Responsibility Policy and failure to do so may result in their immediate removal from said program. The Library will make all reasonable efforts to ensure the digital security

of virtual events, however, attendees must understand that all online activity carries some degree of risk.

Patrons are required to provide their own equipment and internet connection to attend virtual programs. The Library will make a good faith effort to utilize platforms that will be compatible with the widest array of hardware and software, but makes no guarantee that every patron will be capable of accessing every Library program successfully. Nor can the Library guarantee the quality of the audio, video, or internet connection program presenter or attendees.

- V. **Program Materials:** Books, CDs, DVDs, artwork, or other ancillary materials related to the content of a program may be offered for sale at a Library program as a convenience to attendees.
- VI. **Program Evaluation:** To provide the highest quality and most useful programming, Library staff will gather information about program results to guide future programming decisions. Outputs, such as the number of attendees at a program, will be gathered for all or almost all programs. Outcomes, such as how well the content of a program helped attendees learn about the program's topic, will be gathered at times when such data is required for grant reporting or would be helpful in evaluating a new program topic or format.
- VII. **Procedures for the Questioning of Library Programs by Patrons:**

The Library limits consideration of requests to reconsider material, displays, or programs to individual residents of Durham. Please see our Library Material Review and Reconsideration Policy and Reconsideration Form (Appendix 2) for further information on this process.

All library materials are evaluated and made accessible in accordance with the protections against discrimination set forth in section 46a-64 of the general statutes.

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