

## Public Programming Policy

The Clear Lake Public Library offers programs in keeping with our mission of providing information, materials and services for a diverse and growing constituency, which will meet their personal, educational, professional, cultural, and recreational needs.

A program is defined as an event sponsored or co-sponsored by the Clear Lake Public Library, having a presentation component and lasting 20 minutes or longer. A program can be a single event or a series of events, be a scheduled or a pop-up event, take place inside or outside of the Library, or take place online. Programming furthers the mission, vision, and values of the Library.

Programming is a fundamental component of library service that:

- ❖ Introduces attendees to library resources and materials
- ❖ Promotes literacy and lifelong learning
- ❖ Provides opportunities for learning, cultural experiences and entertainment
- ❖ Raises awareness and visibility of the Library to the community
- ❖ Supports and responds to emerging community interests as well as established interests and demands
- ❖ Builds community partnerships

The Library prioritizes patron safety in the delivery of its services. Programs will be developed with consideration for the principles of accessibility, equity and inclusiveness, and contribution 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.

Library staff uses many criteria when making decisions about program topics, speakers and accompanying resources including:

- Fulfillment of Library's mission
- Relevance to community needs issues and interests
- Relationship to library collections, exhibits, resources, services, and events
- Connection to other community programs, exhibits or events
- Cultural, educational or historical significance
- Treatment of content for intended audience
- Presenter expertise and/or public performance experience
- Popular appeal
- Cost of program
- Presenter background/qualifications in content area
- Presentation quality

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.

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 patrons. Ultimate responsibility for Library programming rests with the Clear Lake Public Library Director, who administers under the authority of the Board of Trustees. The Director may in turn delegate authority to other staff who must keep the Director informed of the status of all programs.

The Library's philosophy of open access to information extends to programming. Library programs are free and open to the public. Registration may be required for planning purposes or when space is limited. Some programs may be developed for a particular audience (EX: children). 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 the topic, messages and programming methods for the intended audience. Programs designed for a specific audience will be publicized as such. The responsibility for child attendance at Library programs rests with their caregivers. All program participants must comply with the Library's Appropriate Library Behavior Policy.

Library programs must have an 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. Programs that support or oppose any political or ballot measure will not be offered by the Library. Candidate forums that include invitations to all recognized candidates may be offered. Programs that endorse or oppose a specific religion will not be offered. Library programs may address religious themes to educate or inform, but not to promote, observe, or proselytize a particular religious conviction. Holiday programs may be offered for the entertainment of library patrons.

The following activities will be permissible at Library-initiated programs:

- Fundraising to benefit the library
- The sale of books, music, movies, or other items by authors, performers, or presenters

Program evaluation forms may be distributed to the attendees of programs so that staff may know what was successful and receive ideas for new programs.

The Library welcomes expressions of opinion from any library patron concerning programming. If a patron questions a library program, he/she should first address the concern with the staff member who coordinated the program. The staff member may then consult with the Library Director regarding the concern. Patrons who don't believe their concern was adequately addressed by staff may ask for a Request for Reconsideration of Library Resource Form and follow the procedure for filing a Request.

Approved by Clear Lake Public Library Board of Trustees on May 6, 2025.