

Library Program Policy

A program at the Canton Public Library (hereinafter: Library) is defined as any planned event during which participants are introduced to a range of informational topics as well as Library services or activities, and which may be of cultural, recreational, or educational nature. Programs may be planned and presented by Library staff, or by individuals or groups contracted or sponsored by the Library.

Ultimate responsibility for programming rests with the Library Director, who acts under the authority of the Library Board of Trustees. The Library Director and staff who present programs do so as part of their jobs.

In offering a wide variety of programming, the Library seeks to:

1. Cover a broad spectrum of topics and points of view;
2. Foster an interest in and enjoyment of reading and lifelong learning;
3. Forge collaborations with both groups and individuals;
4. Address a void not filled elsewhere in the community;
5. Respond to community information and interest needs;
6. Attract regular and new Library patrons of all backgrounds;
7. Highlight Library collections and services.

The Library staff uses the following criteria in making decisions about program topics, speakers, and accompanying resources:

1. Community needs and interests;
2. Presentation quality;
3. Relevance to the community;
4. Historical or educational significance;
5. Presenter background/qualifications in content area;
6. Budget;
7. Connection to other community programs, exhibitions, or events;
8. Relation to Library collections, resources, exhibits, and programs;
9. Availability of program space.

Programming Guidelines

1. Programs are open to all patrons. Some programs may be designed with specific audiences in mind and will be publicized as such. However, Library staff will not deny any person the right to attend a program on the basis of race, color, religion, sex, national origin, age, or any

other characteristics protected by local, state, and federal law. Some programs for children may require the attendance of a responsible adult.

2. Promotional materials, including publications, websites, and advertisements of any event at the Library, whether Library-sponsored and led or otherwise, will designate the age-appropriateness of the event.
3. Most programs are offered free of charge.
4. The Library staff will make every attempt to accommodate all who wish to attend a program. However, staff may limit attendance or determine attendance on a first-come, first-served basis, either with advanced registration or at the door. Attendance limits will be based on space and/or resource limitations.
5. Staff participation in a program does not constitute or imply an endorsement of its policies, beliefs, or subject matter by the Library, any individual staff member or member of the Library Board of Trustees.
6. The Library will not offer
 - a) Programs that are strictly commercial in nature, or those designed to generate income or solicit business for third parties. While a business person or expert may present a program, the program must have special educational, informational, or cultural value to the community. The sale of products at programs is not allowed with the following exception:
 - i. Writers, performers, and artists may sell their own works at the Library with advanced approval from the Library Director following Library programs in which they are featured;
 - ii. The Friends of the Library may sell items at Library programs they sponsor.
 - b) Programs that specifically support or oppose any political party, candidate, or ballot measure.
 - c) Programs that support or oppose a specific religion. Library programs may address religious themes to educate or inform, but not to promote or proselytize a particular religious conviction. Holiday programs may be offered for the entertainment of Library patrons.
 - d) Unsolicited offers from individuals or organizations to present programs will be evaluated by the standards set out in this policy.
7. Library staff may photograph or film at Library-sponsored programs. See Photography and Filming Policy.
8. Library staff may require program attendees to sign a waiver to participate.
9. The Library handles concerns, questions, or complaints about Library-initiated programs according to the same written policies that govern reconsideration of other Library resources. See the Statement of Concern about Library Resources.