

East Haddam Library System Programming Policy

Purpose:

The East Haddam Library System (“the Library”) presents programs that provide information, learning and entertainment in keeping with its mission of engaging the imagination, inspiring curiosity, and fostering lifelong learning in a welcoming, inclusive, and accessible environment. Programs provide access to content that is relevant to the research, independent interests and educational needs of residents. They also provide interest and enlightenment for all residents and aim to represent a wide range of varied and diverging viewpoints. Programs are evaluated and made accessible in accordance with the protections against discrimination set forth in section 46a-64 of the CT General Statutes. This policy provides guidelines for the development, management, and oversight of programs presented by the Library.

Definition:

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 choose to attend. It may involve outside presenter, facilitators or performers and may be presented in cooperation with other entities. In addition to being a resource for voluntary inquiry, they also promote free expression and free access to ideas by residents. **Note:** Use of a public meeting room by an organization or individual to hold a public event is not a Library program.

Roles and Responsibilities:

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 trained to curate and develop programs. Attendees are responsible for complying with the Library’s Behavior Policy.

Program Selection

Programs are an essential part of the East Haddam Library System. Library staff plan and implement programs that support the Library’s mission using the following criteria:

- Programs meet the needs and interests of the community
- Historical, cultural, informational, or educational significance
- Availability of meeting space
- Background and qualifications of the presenter in the content area
- Programs support and promote the Library’s collections and resources
- Programs provide connection to community partners and agencies
- Budget
- 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 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.
- Programs are planned to be inclusive of all cultures and of all religions and no 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.

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.

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.

Virtual Programs:

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. This may include programs that are simultaneously run at the physical Library as well as programs that are offered only virtually. While hosting the virtual program, Library staff, partnering organizations, and program facilitators will follow industry standard best practices for virtual events.

Presenters:

- A signed performer contract is required by the Library for all presenters and performers. All publicity will either be created or approved by library staff. Promotion of a program does not constitute an endorsement by the Library of the views, beliefs, or policies of the presenter or program.
- Presenters cannot require contact information from program attendees, but presenters may provide their contact information after a program has concluded so that attendees can voluntarily contact them if they so choose.

Program Materials

- Books, CDs, DVDs 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 if sponsored by the Friends of the Rathbun or the Friends of the EHFPL. The presenter may post prices and/or a price list.
- The Library is not involved in the sale of any pertinent items.

Attendance & Evaluation

- Registration may be required when space is limited.
- The Library reserves the right to deny attendance at programs with specific age restrictions or those who become disruptive to others in attendance.
- The Library reserves the right to photograph/record individuals and groups attending library services and programs for use on social media, the Library's website, and related promotional and outreach materials.
- Participants may request from a staff member that their image, or that of their child, not be used by the Library for these purposes.
- Library-sponsored programs will be free and open to the public on a first come-first served basis.
- To provide the highest quality and most useful programming, Library staff will gather information about program results to guide future programming decisions.

Procedures for the Questioning of Library Programs by Patrons

The Library limits consideration of requests to reconsider material, displays or programs to individual who are residents of East Haddam. Please see our *Material Review and Reconsideration Policy* and *Request for Reconsideration Form* for further information on this process. They are available on the Library's website and at the circulation desk for each library.