

Thomas Crane Public Library

Policy on Programs in the Library

Policy Statement

The Thomas Crane Public Library develops and presents programs that further its mission and strategic goals and reflect the Library's commitment to equitable and inclusive access to information and services.

Definition

A *program* is a planned public activity for two or more people that is presented by Library staff and/or sponsored by the Library.

A *co-sponsored program* is a program that is presented or sponsored by the Library in cooperation with one or more outside organizations or agencies.

Regulations

Program Selection and Design

1. Program selection is vested in the Director of Libraries, who may authorize qualified staff to assist and has full authority to use her or his judgment in interpreting this Policy. Criteria to be considered in selecting program topics, speakers and accompanying resources include, but are not limited to:
 - o Alignment with the Library's strategic priorities and goals
 - o Relevance to current interests and needs of the community
 - o Local significance of the topic or presenter
 - o Reputation & qualifications of the presenter
 - o Accuracy and timeliness of program content
 - o Literary or musical quality and/or effective expression
 - o Suitability for intended audience
 - o Suitability for Library spaces/venues
 - o Past or projected attendance at similar programs
 - o Price and available budget
2. All programs must meet one or more of these criteria but not every program that meets one or more of them will be selected. The Library strongly encourages patrons to suggest topics or presenters they would like to see included in the programming schedule.
3. All Library programs are offered free of charge, with the following exceptions:
 - o Programs that include consumable materials or products may require a fee.
 - o Library fundraising programs may require an admission fee.
4. Programs will not be restricted to the members of a certain group, such as a school class or community organization. All programs will be open to the general public, with the following exceptions:
 - o Programs for children and teens may be limited by age range or grade level.
 - o Educational programs may include skill or knowledge prerequisites.

- Programs that include alcoholic beverages will be limited to ages 21 and over.
 - Programs with limited space requiring advance registration may be limited to Quincy residents.
5. The Library will not offer programs that are purely commercial or religious in nature or that support or oppose any political candidate or ballot question. No solicitation of business will be allowed during library programs except authors and performers may sell copies or recordings of their work. Sale of any other products is not permitted unless authorized by the Director of Libraries.
 6. Library sponsorship of a program does not constitute an endorsement of the program's content or the views expressed by presenters or participants. Program topics and resources will not be excluded because the content may be controversial, unorthodox or objectionable to an individual or group.
 7. The Library reserves the right not to schedule a program at its sole discretion.

Program Scheduling & Publicity

8. Programs will be offered at all Library locations and may be offered at non-Library locations such as schools, community centers and housing complexes.
9. The Library will strive to maximize accessibility of programs and program content for people with mobility, hearing and visual disabilities.
10. Although every effort will be made to accommodate all who wish to attend a program, attendance may be limited at some programs to ensure the safety or effectiveness of the program. When limits must be established, attendance will be determined on a first come, first served basis, either with advance registration and/or at the door.
11. Groups such as school classes or community organizations may attend Library programs that do not require registration. Advance notice is required to assure there is enough room in the program.
12. Programs may be cancelled due to weather, low registration or absence of the presenter. Cancelled programs are not necessarily rescheduled.
13. Library programs are presented only when the Library is open, except when authorized by the Director of Libraries.
14. The Library will publicize all programs via local media outlets, posters and flyers inside Library buildings and in the community, and via Library communication vehicles such as newsletters, websites and social media.
15. Program publicity will include accessibility information for people with disabilities.

Co-Sponsored Programs

16. The Library co-sponsors programs with other City departments, governmental agencies, educational institutions, community organizations and businesses when they are compatible with the Library's program goals and priorities and otherwise comply with this Policy.
17. Co-sponsored programs must include participation by Library staff to plan or present program content, provide logistical support, or include information about Library collections or services relevant to the program.

18. Financial support by an outside organization may constitute co-sponsorship of a program, with no other involvement by the sponsoring organization.
19. The Library will consult with co-sponsoring organizations in the development of publicity materials but will retain creative control of flyers and other materials, and reserves the right to approve all publicity efforts, including press releases. Program co-sponsors are expected to publicize co-sponsored programs to their own constituencies.
20. The Library will recognize program co-sponsors in all print and online publicity.

Other

21. Appeals related to this Policy or complaints about any Library sponsored program or event may be submitted in writing on the *Request for Reconsideration of a Library Program* form.
22. The Director of Libraries shall have the final decision on any Library program and reserves the right to review, accept or reject any and all program proposals, subject to appeal to the Board of Trustees.

Adopted by vote of the Library Board of Trustees, April 13, 2020

Supersedes Policy on Programs in the Library and Policy on Co-Sponsored Programs in the Library, adopted April 11, 2005