



Leeds and the Thousand Islands Public Library Board

Policy

SECTION: OPERATIONAL	NO: OP-10
TITLE: Programming Policy	Date: April 2022
	Next Review Date: April 2023

1.0 Policy Statement

- 1.1 The Leeds and the Thousand Islands Public Library is committed to developing engaging educational and recreational programming to support the Library's mission and goals. As one of the Library's core services, programming is developed to meet existing or emerging interests and demands in the community.

2.0 Scope

- 2.1 A program is defined as any group activity offered to the public that library staff coordinate, plan and/or present.
- 2.2 Programs may include activities offered in the Library by staff or community partners, or activities offered offsite by library staff.
- 2.3 The purpose of library programming is to:
- 2.3.1 Stimulate imagination and inquiry by providing information, inviting public discussion, and encouraging curiosity and creativity
 - 2.3.2 Promote literacy and the enjoyment of reading
 - 2.3.3 Promote the Library's collections and services, or provide library orientation
 - 2.3.4 Provide educational, recreational, and cultural opportunities to patrons of all ages

3.0 Programming Policy

- 3.1 The provision or hosting of a program does not constitute an endorsement of the content of the program or the views expressed by presenters/ participants by the Library, its Board, or its staff.
- 3.2 The Library will deliver programs for children, young adults, adults, seniors and families.
- 3.3 Wherever possible library programs are offered free of charge. In special circumstances admission may be charged on a cost-recovery basis.
- 3.4 Admission may be charged for fundraisers held to benefit the Leeds and the Thousand Islands Public Library, or other not-for-profit organizations, as approved by the CEO.

- 3.5 The Library may partner with not-for-profit or for-profit organizations to offer programming content at the Library. The Library may work with partners to provide content and present programs in other venues. Decisions on programming partnerships will be based on the criteria listed in section 2.3 and on the Library's stated strategic goals, values, and mission statement.
- 3.6 When community partners provide content for library programs the Leeds and the Thousand Islands Public Library will waive any applicable room rental fees. Staff support for marketing and promotion and on-site assistance may also be provided.
- 3.7 The Library may limit attendance or require advanced registration for programs based on safe use of space or availability of program materials and supplies.
- 3.8 Programs will be open to all on a first come, first served basis, either at the door or with advanced registration.

4.0 Evaluation

- 4.1 The Library accepts feedback and suggestions for programming. Suggestions should be directed to the Program Coordinator or the Library CEO.
- 4.2 The Library will evaluate programs based on level of attendance, participant satisfaction, outcomes achieved, cost effectiveness, and other relevant criteria.
- 4.3 Patrons may be provided with program evaluation forms at the end of a program (either at the end of a session for standalone programs or at the end of a term for ongoing programs). Patron evaluation forms may be kept on file as a resource for future program and strategic planning.

5.0 Supervision of Programs

- 5.1 As outlined in OP-08 Children's Services, children aged 10 and under must be accompanied by a parent or caretaker in the Library.
- 5.2 Children aged six (6) and under must be accompanied by a parent or caretaker for the full duration of programs.
- 5.3 Children over the age of seven (7) attending a program may be supervised by library staff, however this supervision extends only to the scheduled time of the program. Parents are still expected to remain in the Library for the duration of programs if they are accompanying children under the age of 10.
- 5.4 Parents who have questions about program supervision should contact the library in advance of the program.

6.0 Safety Considerations

- 6.1 Participants may be asked to signed a waiver of liability, or a photo release waiver, before participating in a library program. Parents will be asked to signed waivers on behalf of their minor children.
- 6.2 For the safety of staff and participants, parents and caregivers must inform library staff if their child has any pertinent medical, physical or allergy issues.

7.0 Conduct at Library Programming

- 7.1 All participants are expected to follow the guidelines in OP-07 Patron Code of Conduct while attending library programs.
- 7.2 For minor breaches of conduct (non-violent, non-threatening and not resulting in damage to library property) participants may receive a warning. Repeated warnings may result in the participant being asked to leave the program.
- 7.3 Serious breaches of conduct, including the abuse of staff or patrons (verbal or physical), damaging or destroying Library property, or engaging in illegal activity, may result in an immediate permanent suspension of library privileges. Participants will be expected to leave the program immediately, and may be prohibited from attending future programs.
- 7.4 Children are expected to follow the guidelines in the Patron Code of Conduct at an age-appropriate level. Staff members will provide children with warnings if their behaviour violates the Code of Conduct. If repeated warnings are required parents may be asked to remove their child from the program. For this reason, parents of children under the age of 10 are expected to remain on the premises for the duration of programs.
- 7.5 If a child's behaviour threatens the safety of patrons, staff, or their own wellbeing, or results in the destruction of Library property parents may be asked to remove their child from the library immediately.

History			
Approval Date:	April 20, 2022	Approved by:	B. Lolley
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