

Brookings Public Library Policy:	Title: Programs and Events Policy	
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I. PURPOSE

The Brookings Public Library recognizes the need to provide quality programs for all ages in keeping with the mission, vision and goals of its strategic plan. This policy is established by the Library Board of Trustees to inform the public of the principles upon which the library makes decisions regarding the development and selection of library programs.

II. POLICY

Brookings Public Library programs are events that promote the use of library materials and services, and/or offer the community informational, educational, entertaining or cultural experiences while expanding the visibility of the Library in the community. Programs are planned for the interest and enlightenment of the community. The Library strives to offer a variety of programs that reflect the interests of our growing and diverse population.

III. DEFINITIONS

IV. ADMINISTRATION

- A. Responsibility for planning and implementation of Library programming rests with the Director of Library Services who may share this duty with or delegate this duty in its entirety to the selected staff.

V. CRITERIA

- A. In developing and delivering programs, the library staff utilizes staff expertise, collections, equipment, and facilities. The following criteria are used in making decisions about program topics, speakers, and accompanying resources.
 - Relevance/appropriateness of program to the Library's mission, vision and goals
 - Impact on the overall work plan, including but not limited to staff

- availability
 - Community needs and interests
 - Budget and cost of program
 - Space and resources required for program
 - Presenter background/qualifications in content area
 - Treatment of content for intended audience
 - Historical or educational significance
 - Representation of diverse cultural backgrounds, opinions, and viewpoints
 - Appeal to a range of ages, interests, and information needs
 - Connection to other community programs, exhibitions, or events
- B. The Library's philosophy of open access to information extends to Library programming.
 - C. The Library will endeavor to include a broad spectrum of opinion and variety of viewpoints in Library-initiated programs and exhibits.
 - D. The Library does not discriminate on the basis of race, color, religion, sex, national origin, age, or any other characteristics protected by local, state, and federal law.
 - E. Please use the Program Submission form to propose or suggest a program. Your information will become part of our resource database that we rely on when planning our programs and topics. You will only be contacted if we are interested in pursuing your topic. Our planning cycle begins as early as a year prior to the date of the program and not all topics are covered each year. It is, therefore, not unusual for the Library to contact a speaker a year or two after the initial receipt of a proposal. Due to the popularity of self-publishing, the Library is not able to accommodate all requests from area self-published authors for program proposals.

VI. PROGRAMMING RESOURCES

- A. Regularly-scheduled Library staff who present programs do so as part of their regular job and are not hired as outside contractors for programming.
- B. Professional performers and presenters with specialized expertise may be hired.
- C. The Library draws upon and partners with other community agencies, organizations, educational and cultural institutions, and/or individual(s) to develop and co-sponsor programs.
- D. Co-sponsorship is defined as the library working with another agency, presenter, or business to provide a program for the community, with

mutually agreed upon parameters.

- E. Co-sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by participants.
- F. The Library and its employees will not be liable for the content of any program presented by a third party.
- G. Library staff reserve the right to cancel programs with low attendance to conserve resources.
- H. Events and programs may be canceled for a number of reasons including, but not limited to: severe weather, absence of the presenter, or low registration. If an event or program is cancelled, efforts will be made to notify registered participants, and to let the public know. Canceled events and programs are not automatically rescheduled.
- I. If the Brookings School District cancels school or has an early close day due to inclement weather, all children's and teen programs will also be cancelled.
- J. The Library reserves the right to discontinue programs due to, but not limited to, repeated low attendance, lack of resources (ex. financial or staffing), or misalignment with Library's mission, vision, and goals.

VII. SELLING AND SOLICITATION

- A. No Library programs, whether presented by Library staff or outside performers and presenters, shall be used for commercial, religious, or partisan purposes or the solicitation of business. This includes programs offered for free but with the intention of soliciting future business.
- B. Authors or booksellers may sell books as part of a Library program.
- C. Programs sponsored by the Friends of the Library may include the sale of merchandise as a fundraiser to benefit the Library.
- D. Sale of any other products at Library programs is not permitted unless authorized by the Director of Library services or designee.

VIII. ATTENDANCE

- A. Library programs shall generally be voluntary, free, and open to the public.
- B. If the safety or success of a program requires it, attendance may be limited and may require advance registration, acquisition of tickets, or be determined on a first-come, first-served basis.
- C. Program attendance may be limited based on age based on program suitability, tools and equipment, or intended age.
- D. Programs designed for specific audiences will be publicized as such, and age limits will be enforced. Programs designed for all ages will be noted as such.
 - 1. General age ranges:

- a. Children and families: children aged 11 and under plus their caregiver(s)
 - b. Teens: children aged 12-18
 - c. Adults: anyone 18 or over
- E. Program sizes and age ranges will be enforced to ensure a positive Library experience for other attendees.
- F. Unless otherwise noted, caregivers should be present for children's programs.
- G. Parents and guardians may not leave their children unattended in the Library while attending adult programs or events. See Unattended Children Policy for more information.
- H. The Library adheres to a three-strike rule for anyone who registers for a limited space event at the Library then does not attend or cancels 24 hours prior. Those who repeatedly no-show for registration-required events will not be able to sign up for events requiring registration for the following three months. This does not necessarily apply to those who are added from the waitlist on short notice.
- I. Patrons who require assistance, alternative formats, and/or accessible locations consistent with the Americans with Disabilities Act should contact the City of Brookings ADA Coordinator at 605-692-6281 at least three working days prior to any event held at the Library.
- IX. PROGRAM PROMOTION
 - A. Timely and adequate public announcement shall be made of all programs.
 - B. Organizations or individuals partnering with the library must coordinate marketing efforts with the Library Director or designated Library staff.
 - C. Press releases, public notifications, and marketing publicities must be approved by the Library Director or designated Library staff before publication.
 - D. The Library will not promote programs or events that it is not a part of, outside of the community bulletin board and pamphlet table (See Community Bulletin Board and Pamphlet Table Policy).
 - E. The Library reserves the right to use video or photographs of program participants for internal use, publication, use in Library promotional outlets, and evaluation purposes.
- X. PROGRAM RECONSIDERATION REQUESTS
 - A. The Board of Trustees of the Brookings Public Library believes that censorship is a purely individual matter and declares that while anyone is free to choose not to attend a program of which one does not approve, one cannot exercise this right of censorship to restrict the freedom of others.
 - B. Program planning is predicated on the library patron's right to read, view,

or listen and their freedom from censorship by others, regardless of content, approach, format or amount of detail. The Library upholds and affirms the right of each individual to have access to constitutionally protected information through programming, and also affirms the rights and responsibility of parents to determine and monitor their children's attendance at Library programs. Selections for this Library will not be made on the basis of anticipated approval or disapproval but solely on the merits of programs in relation to serving the diverse interests of the community.

- C. With respect to program attendance by children, the decision as to what a minor may attend is the responsibility of their parent or guardian. Program planning will not be inhibited by the possibility that minors may inadvertently attend.
- D. It is also the right of any active library card holder to question any program put on by the Brookings Public Library since opinions may differ in our democracy. Such questions shall be presented in writing on forms developed and made available by the Director and shall be specific as to the title and nature of the program being questioned (see Citizen's Request for Reconsideration of Materials and Displays Policy and Procedure).