

PROGRAMMING POLICY



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The North Douglas Library District develops and presents programs and events that further its mission and provide opportunities for information, learning, and entertainment. The District endeavors to offer a wide variety of programs for all ages that appeal to the full range of interests and informational needs of the community.

Program Guidelines

Programs and events shall achieve one or more of the following:

- Enhance and extend District collections.
- Stimulate interest in, and promote use of, the library and engage new users with the District.
- Promote the communication of ideas, knowledge, and information to people of all ages.
- Provide recreational and cultural enrichment opportunities.
- Promote interest in reading and learning.
- Connect community members with District and/or local resources and services.
- Create a better informed and engaged community.
- Foster positive relationships and collaborations throughout the community.

District programs take advantage of District staff knowledge and experience as well as District collections, services, and facilities to increase access to lifelong learning opportunities, information, and resources. As part of the District's role as an educational and cultural community space, program topics, speakers, and materials are selected based on the interests and informational needs of the community. The District seeks to avoid duplication of programming from other providers in the community.

The District may participate in cooperative or joint programs with other private and public agencies, organizations, institutions, or individuals. **Library-created programs** refer to programs solely created and implemented by District staff while **library-sponsored programs** are those that include collaborations with other organizations. Library-sponsored programs do not constitute an endorsement of the content of the program or the views expressed by the participants. The District is not obligated to represent multiple and/or opposing viewpoints within any one program or series and the District will not censor or remove a program, topic, speaker, and/or material because of possible controversy or because an individual or group may find the content objectionable.

North Douglas Library District

District programs are generally offered free of charge, though exceptions can be made. Programs are not allowed to serve as a platform for generating income for any group or individual, other than funds for the District, the Friends of the Mildred Whipple Library, or collaborating nonprofit or governmental organizations whose missions align with the District's mission, vision, and values.

Products or services shall not be sold during programs. Exceptions can be made for authors, performers, directors/producers, and artists who present programs in cooperation with the District. Those individuals may sell materials related to the program under direct guidance of the Library Director.

The District recognizes that not all programs will be of interest or suitable for all users. Programs are open to all and a reasonable attempt will be made to accommodate all who wish to attend a program. Programs designed for a general audience have no age restrictions, but programs designed for specific audiences may have attendance restrictions or requirements based on age. Registration may be required for planning or space purposes.

Programs and events may occur in library facilities or offsite. The library facility is reserved for District programs and events. Programs may be canceled due to weather, low attendance, or absence of the presenter. Canceled programs are not necessarily rescheduled.

Program Authority and Responsibility

Ultimate responsibility for District programs rests with the Library Director. The Library Director may delegate authority to interpret and guide the application of this policy in making decisions relevant to managing District programs.

Requests for specific programs and events will be considered. The Director reserves the right to approve or deny program requests based on Programming Policy criteria, adherence to NDLD mission and vision, availability of District personnel or schedule, community interest and need, cost, or duplication of existing programs or events.

- Individuals wishing to request a program should submit a written request to the Library Director that includes: program name, target audience, program description, desired date of program, and their NDLD card number if a response is requested. The Library Director will contact the individual within thirty (30) days if a response is requested.
- Individuals or groups wishing to request a collaboration with the District for a specific program should submit a written request to the Library Director that includes: program name, target audience, space requirements, program description, desired date of program, responsible party name and contact information, and other information necessary for the Director to make an informed decision on the proposed program. The Library Director will contact the applicant within thirty (30) days.

Request for Reconsideration of Programs Procedure

The District recognizes the right of patrons to question District programs. Individuals who object to a particular program must complete the *Request for Reconsideration of Materials Procedure* as outlined in the District's Collection Development Policy. During a reconsideration request, the program in question will remain on the schedule pending the final decision of the Director or Board.