

POL-LIB-2016-04	Issue No: 1.0	October 22, 2015
Prepared By: Catherine Christmann	Page 1 of 2	Approved By: Renee Frankel 
LIBRARY PROGRAMMING POLICY		

PURPOSE:

The mission of Thomas Branigan Memorial Library is to have a positive impact on our diverse community by providing lifelong learning and literacy resources. Programming is an integral component of library service to achieve this mission. Use of the Library’s meeting rooms by groups is covered under the Meeting Room Policy.

POLICY:

All Library programs are open to the public. A fee may be charged for materials for certain types of Library programs. Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by participants.

PROCEDURE:

1. The following criteria are used in making decisions about program topics, speakers, and accompanying resources:
 - a. Community needs and interests
 - b. Availability of program space
 - c. Age appropriateness
 - d. Presenter background/qualifications in content area
 - e. Budget
 - f. Historical or educational significance
 - g. Connection to other community programs, exhibitions or events
 - h. Relation to Library collections, resources, exhibits and other programs
2. Registration may be required for planning purposes. Regardless of pre-registration requirements the Library does not guarantee seating once a program has begun.
3. The Library reserves the right to deny attendance to anyone becoming disruptive to audience members or the program facilitator, and to anyone in violation of the Library’s policies.
4. Adult Supervision is required at all programs involving children, in accordance with the Library’s Unattended Children Policy, unless otherwise stated by the program facilitator.
5. For information on filming or photography at programs see the library’s Filming and Photography Policy
6. The sale of products at Library programs is only allowed in the following situations:
 - a. Writers, performers, and artists may obtain Library approval to sell their own works at the Library following Library programs.
 - b. The Friends of the Library may sell items at the Library programs they sponsor.

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UPDATES		
ISSUE	PAGE	DETAILS
1.0		Policy Creation

PEER REVIEW	
Title: Library Administrator Renee Payne Frankel	Title: Library Manager Catherine Christmann
Title: Library Manager Bonnie Hobbs	Title: Library Supervisor Elise Vidal
Title: Library Advisory Board, President Ellen Young	Title: Library Advisory Board, Vice President Debora Rindge
Title: Library Advisory Board, Secretary Susan Pinkerton	Title: Library Advisory Board, Friends Liaison Susan Fletcher
Title: Library Advisory Board, Member Paula Sharon	Title: Library Advisory Board, Member Jose Aranda
Title: Library Advisory Board, Member Sue Patterson	