

**Schreiner Memorial Library**  
**Board of Trustees**  
**Programming Policy**

**Purpose**

Schreiner Memorial Library schedules, develops, and presents a wide variety of programs that provide opportunities for information, learning, and entertainment. Programming is an integral component of library services that:

- Expands the Library's role as a community resource
- Introduces patrons and non-users to Library resources
- Provides entertainment
- Provides opportunities for lifelong learning
- Expands the visibility of the Library

**Programming Selection**

Program responsibility at the library rests with the Library Director, who administers under the authority of the Library Board of Trustees. The Library Director delegates the authority for program planning and management to the Programming Coordinator and other qualified staff.

Programming staff will utilize library staff expertise, collections, services and facilities in developing and delivering programming. Programming staff consider the following criteria when making decisions about program topics, speakers, and accompanying resources:

- Community needs and interests
- Availability or location of program space
- Treatment of content for intended audience
- Presentation quality and requirements
- Presenter background/qualifications in content area
- Budget
- Staff time and resources
- Relevance to community interests and issues
- Historical or educational significance
- Connection to other community programs, exhibitions, or events
- Relation to Library collections, resources, exhibits, and programs

In addition, the Library draws upon other community resources in developing programs and actively partners with other community agencies, organizations, educational and cultural institutions or individuals to develop and present co-sponsored programs. Professional performers and presenters that reflect specialized or unique expertise or talent may be hired for Library programs.

**Programming Guidelines**

Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by the participants. Program topics, presenters, and resources are not excluded from consideration because of possible controversy. Library staff who present programs do so as part of their regular job and are not hired as outside contractors for programming.

All programs are free and open to the public. Registration may be required for planning purposes or when space is limited. Programs may be offered in library facilities or on library grounds. In some cases, the library may collaborate with local agencies or businesses to provide programming at other locations.

The Library does not deny access to library-initiated programs if patrons owe the library for overdue fines or other fees, nor will program attendees be required to share their personal information in order to attend a program.

Reasonable accommodations for persons with disabilities will be made upon request and if feasible.

#### Photography & Filming

Photography and Filming Programs sponsored by the library within the library or at off-site library sponsored events may be photographed or video-recorded by the library staff or its representatives. Attendance at a library sponsored program constitutes the consent of all attendees and the consent of the parents or legal guardians of any minor children in attendance, to the future broadcast, publication, or other use of photographs or videos at the sole discretion of the library.

The library may utilize photos and videos from public programs and events at the library and at off-site library sponsored events on its website, social media and in library publications. To ensure the privacy of all individuals, including children, images will not be identified using full names or personal identifying information without the written approval from the photographed individual, parent or legal guardian. Participants may request in writing that their image not be used by the Library.

#### Sale of items

While a presenter may not directly solicit commercial business or market merchandise during a presentation or program, occasionally the Library may grant permission to have merchandise and/or materials related to the program available for purchase. In such cases, the financial transactions are between the presenter and the buyer and are separate from any Library finances. Any sales of products at Library programs must be approved by the Schreiner Memorial Library Director.

#### Administration of this Policy

The Library Director shall be responsible for the administration and interpretation of this policy.

Adoption

This policy has been adopted by action of the Library Board of Trustees on the 8<sup>th</sup> day of February, 2023.

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Ashleigh Hampton, Board President