

Policy Number: OP 06
Policy Title: Public Programs
Policy Status: Not Required by Library Legislation
Date Approved: October 19, 2009
Date Amended: October 17, 2011; June 17, 2013; June 16, 2014; December 16, 2019
Date for Review: 2024

Definition

Programs are defined as planned content and / or activities that are offered to the public by Library staff and/or contract instructors on a drop-in or registered basis.

Program format is defined as aspects of a program that may change according to community needs and preferences. Variables may include: location (e.g. in-house or off-site), size or nature of audience (e.g. cross-generational), time of day, nature of participation (e.g. hands-on, lecture, discussion), delivery method (e.g. face-to-face, asynchronous, series).

Purpose

Public programs are an integral part of the service provided by SCL. They are developed to:

- Further the vision, mission, and strategic goals of the Library in response to community needs and preferences;
- Address objectives and patron outcomes related to literacy development, e-fluency, learning, and readers' services;
- Attract new users and raise their awareness of the variety of recreational, educational and informational materials available at the Library;
- Encourage patrons of all ages to use the Library and its resources;
- Stimulate community learning and foster connections among community members; and
- Promote the value of the Library to the community as a whole, whether or not residents take advantage of the programs on offer.

Range of Programs

While the public is encouraged to suggest topics for programs, the Library determines which programs will be offered, retains the responsibility for the content and form of delivery, and ensures the purposes of the programs will be clearly identified. The Library may present a wide

range of programs in order to enable public discussion of any issue, because the Library upholds the principle of intellectual freedom and supports the rights of individuals to read, speak, view, and exchange differing points of view on any subject.

Co-sponsored and Partnered Programs

The Library may develop or participate in co-sponsored programs (where there is direct financial support) or partnership programs (where there is in-kind support) with other agencies, organizations, institutions or individuals as part of its own effort to address needs in the community, while keeping in mind that Library-initiated programs are of a non-commercial nature. Commercial enterprises may disseminate generic information pertaining to their enterprise that may be used in a general manner by the public (e.g. a lawyer speaking on estates).

Selling of Merchandise

Product selling is discouraged at any Library-sponsored event. The exception is an author signing his/her work, or a performer offering audio or video versions of his/her performances.

Fees

Most Library programs are free to the public and also do not require attendees to have a Library card. The Library considers many factors in making decisions about admission fees, and such fees for programs may vary. A higher fee may be set for a program that incurs above average costs.

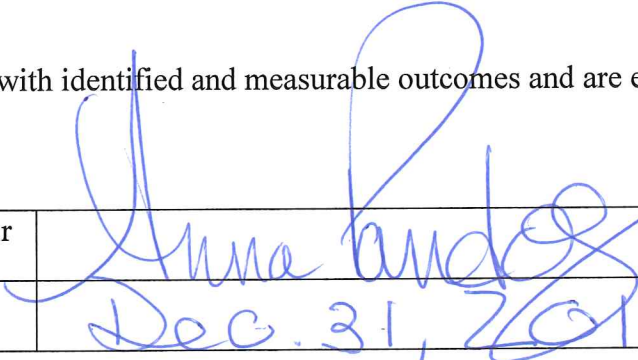
For co-sponsored programs, registration fees, if any, may be set by the co-sponsoring agency. The Library may elect to provide up to 100% of the revenues from ticket sales to the co-sponsoring agency.

Reimbursement of Fees for Program Cancellation

Occasionally programs are cancelled. If possible, patrons will be individually notified. Cancellation notices will also be posted in the Library. Paid fees are fully refundable if the Library cancels a program.

Evaluations

All programs are designed with identified and measurable outcomes and are evaluated regularly.

Approved by Board Chair	
Date	Dec. 31, 2019