

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, November 20, 2023
Date for Review: 2027

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;
- Stimulate community learning and foster connections among community members;
- Address objectives and patron outcomes related to literacy development, digital literacy, and lifelong learning;
- Attract users and raise awareness of the variety of recreational, educational and informational materials available at the Library; and
- Promote the value of the library to the community as a whole.

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 and target audience (e.g. intergenerational),
- time of day, presentation style (e.g. hands-on, lecture, discussion), and
- delivery method (e.g. in-person, online, asynchronous, series).

Principles

The Library is guided by the Canadian Federation of Library Association's Statement on Intellectual Freedom and Libraries (ST01) in its programs.

The Library is devoted to serving all segments of the community in accordance with its mandate and vision statement.

The Library is committed to the endeavours of offering programs that expand access to Indigenous content and knowledge, and that further understanding about Truth and Reconciliation, in keeping with the Truth and Reconciliation Commission's sixty-ninth Call to Action.

The Library strives to maintain awareness of current intellectual, social, economic, educational, cultural, environmental, and technology trends and reflect those as appropriate in our programming.

Range of Programs

While the public is encouraged to suggest topics for programs, the Library determines which programs will be offered and retains the responsibility for the content and form of delivery. The Library may present a wide range of programs in order to enable public exploration and discussion of issues.

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

The Library may work with agencies, organizations, institutions, commercial entities, or individuals as part of its own effort to address needs in the community.

Solicitation

In the delivery of library programs, contracted instructors 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). They may display business cards and promotional material but may not sell products without explicit permission of the library

Fees

Library-initiated programs are for the most part of a non-commercial nature however, some programs may have associated fees in order to offset the cost of supplies or a presenter. Fees may be waived by library employees.

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 and on the website. Paid fees are fully refundable if the Library cancels the program.

Evaluations

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

Approved by Board Chair	
Date	November 20, 2023