

IV. Library Program Policy

The Library will offer programs of an educational and entertaining nature for all ages that further the Library's mission of promoting life-long learning. The Library Director will use the following criteria in selecting program topics:

- Patron interest and community need
- Relation to Library collections, resources, and other programs
- Educational or entertainment value
- Connection to other community programs, exhibitions, and events
- Library budget and available resources and space

All programs will be open to the public, though registration may be required for some programs due to limited space. No admission fee will be charged for any program, except that the Library Board of Trustees and the Friends of the Library may charge admission if the funds raised go to support the Library. Program presenters may not solicit business before, during or following a program but may leave cards or brochures for attendees. Authors and performers may, at the discretion of the Director, sell their publications as part of a program. All program flyers will state, "The Library is ADA accessible and will make every attempt to accommodate persons with special needs; patrons are asked to call at least two weeks in advance if special services are required."

A. Programs Organized and Delivered by the Library

Library staff will organize and deliver Library programs and may invite outside presenters to deliver Library programs. Staff will schedule the Library space, create publicity that includes the Library logo, and publicize the program information via flyers, calendars, press and electronic media. Some Library programs may include travel and require that participants register and sign waivers. The Library may pay an outside presenter a fee or honorarium for delivery of a Library program.

Some Library programs may be made possible by a grant, donation or in-kind gift. Any group or business that contributes to a Library program will be mentioned in program publicity. If a group or business pays the full cost of a Library program, publicity will include the name, logo and web address, and a direct link to the sponsor's website. Staff may solicit sponsors and grants, or businesses and agencies may volunteer sponsorship. Library program sponsorship is at the discretion of the Library Director.

B. Programs Hosted by the Library

Community groups or agencies may provide programs for which the Library will supply hosting services. A community group or agency organizing a hosted program will have full responsibility for the program's content and delivery. Hosting services provided by the Library will include scheduling Library space and publicizing the hosted program via Library calendars and Library electronic media. Hosting services will be provided at the discretion of the Library Director. Hosted programs must, in the determination of the

Library Director, further the Library's mission of promoting life-long learning and meet the program selection criteria set forth above. The provision of hosting services does not constitute an endorsement of the content of the hosted program or the views expressed by participants.

Community groups and agencies must deliver program information to designated Library staff at least four weeks before the program. Groups and agencies will be responsible for any additional hosted program publicity, and all set up and clean-up of Library space. Community groups and agencies may serve refreshments at a hosted program, but no alcoholic beverages may be served or consumed on Library property.

C. Library Meeting Room Policy

Any person or group that wants to reserve the Library meeting room for a meeting that is not Library related must apply for the room through the school system. Contact the South Burlington Schools Facility Assistant at 802-652-7533.