

## NORWELL PUBLIC LIBRARY PROGRAM POLICY

The Library supports its mission of connecting people with the world of ideas and information by developing and presenting programs that provide additional opportunities for information, learning, and entertainment. Programming is an integral component of library service that:

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

Ultimate responsibility for programming at the Library rests with the Library Director, who administers under the authority of the Board of Trustees. The Library Director, in turn, delegates the authority for program management to appropriate departmental staff.

Library staff use the following criteria in making decisions about program topics, speakers, and accompanying resources:

- Community needs and interests,
- Availability of program space,
- Treatment of content for intended audience,
- Presentation quality,
- Presenter background/qualifications in content area,
- Budget,
- Historical or educational significance,
- Connection to other community programs, exhibitions or events, and
- 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 public programs. Professional performers and presenters that reflect specialized or unique expertise may be hired for Library programs. Performers and presenters will not be excluded from consideration because of their origin, background, or views, or because of possible controversy. The Library is interested in opinions and suggestions for Library programs. These suggestions or opinions should be communicated to Library staff managing programs for the service areas, and the Library Director. All programs are open to the public. Patrons may be asked to bring their own supplies and materials needed at workshops. Registration may be required for planning purposes or when space is limited. Programs may be held on or off site.

Programs are not used for commercial, religious, or partisan purposes or the solicitation of business. External organizations or individuals partnering with the Library on programs must coordinate marketing efforts with the Library's staff and secure staff approval before distributing any promotional materials.

The Library's philosophy of open access to information and ideas extends to Library programming, and the library does not knowingly discriminate through its programming. Program topics, speakers and resources are not excluded from programs because of possible controversy. Library sponsorship of a program does not constitute and endorsement of the content of the program or the views expressed by participants or speakers.

Approved by Board of Trustees January 14, 2014