

Programming and Display Policy

It is the mission of Whelden Memorial Library to make available to the entire community those materials and services necessary to assist and support all its citizens in the pursuit of their educational, informational, and recreational interests and needs.

Programming and displays enhance the Library's role as a community resource, bring awareness to library materials and resources, provide educational opportunities, and bring visibility to library services.

The Library fully endorses the principles documented in the Library Bill of Rights and the Freedom to Read Statement of the American Library Association (found on the ALA.org website).

The ultimate responsibility for programming and displays at the Library rests with the Library Director or their designated staff member.

Requests

The Library welcomes community feedback and requests for programming and displays and encourages patron participation in programs.

Submission of a request does not guarantee approval.

Third party groups wishing to use the library facilities for their own purposes will be directed to fill out a facility use request form. Please refer to the Facilities Use Policy for more information.

Criteria

The criteria considered when planning programs and choosing display topics, speakers, and accompanying resources include but are not limited to:

- Support of the Library's mission, community needs, and interests
- Availability of space
- Space limitations
- Presentation quality, presenter background/qualifications in content area
- Budget
- Historical, educational, or artistic significance
- Connection to other community programs, exhibitions, or events
- Relation to Library collections, resources, exhibits, and programs
- Diversity and inclusivity in our community

Other considerations

Programs may be held on-site or off-site. The Library draws upon other community resources in developing programs and actively partners with other community agencies, organizations, educational and cultural institutions, and individuals in order to develop and present public programs.

To the best of our ability, all Library programs are made free and open to the public. In some instances, the Library may request a fee to cover the cost of materials.

Registration may be required for planning purposes or when the expected attendance will exceed our space limitations.

Some programs may only be offered for specific ages, times, or places, however, the Library staff strives to make programs accessible to all and welcome requests for reasonable accommodations.

The Library seeks feedback from the community concerning programming. The Library's programs are a collaborative effort between staff members and the community. Staff will attempt to gather useful feedback from attendees following each program. Patrons are also welcome to contact the Library to offer program feedback or suggestions.

The Library is a safe space for all members of our community, and all library-initiated programs and displays will reflect that.

Restrictions and Cancellations

Any sales of products at Library programs must be approved by the Director.

The Library reserves the right to cancel a program for any reason at any time.

Programs may be canceled for a number of reasons beyond the Library's control, such as severe weather, building emergencies, absence of the presenter, or low registration. Every effort will be made to contact individuals who have pre-registered.

Canceled programs are not automatically rescheduled.

Programs may not be used for commercial, religious, or partisan purposes, or the solicitation of business.

Library promotion of a program or display does not necessarily constitute an endorsement of the content of the program or display or the views expressed by participants or material.

At least 10 days prior to an event/program, all presenters/programmers/vendors must return a completed Program Agreement.

Reconsideration

If a patron has a question about a particular library program or display, they should first address the concern with the Director.

Patrons requesting a review of a library program or display will be directed to submit a Request for Reconsideration form.

Requests for review of programs and displays fall under the Request for Reconsideration policy.

Approved: June 2023, Whelden Library Board of Trustees

Amended: March 20, 2024