

## **Fennville District Library PROGRAMMING POLICY**

April 11, 2019

### **Fennville District Library Mission:**

The mission of the Fennville District Library is “to provide access to varied materials and services for lifelong enrichment.”

### **Purpose:**

The Fennville District Library provides free programming to serve the library’s mission and to expand the visibility of the library in the community.

### **Responsibility:**

A programming committee of library staff members appointed by the library director oversees program development.

### **Criteria:**

The programming committee evaluates programs on their support of the library’s mission, interest and benefit to library patrons, budgetary and staffing considerations, availability of space, connection to other community programs or events, presentation quality and representation of diverse cultural backgrounds.

### **Content:**

Library sponsorship of a programs does not constitute an endorsement of the content of the program or the views that are expressed. Program topics, speakers and resources shall not be excluded from programs because of possible controversy.

### **Resources:**

The library draws upon and partners with community agencies, educational and cultural institutions, organizations and individuals to develop and present programs. Library staff who present programs will do so as part of their regular job duties and shall not be considered as independent contractors for programming work unless expressly agreed in writing.

### **Marketing:**

External organizations or individual partnering with the library on programs must coordinate marketing efforts with the library’s programming committee. The library director will approve all promotional or marketing materials. Any use of the name and or logos of the library must be approved by the library director. The library promotes programming through its website, social media, newsletters, fliers and news releases.



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**Attendance:**

All library programs are open to the public. Some programs may require registration. Programs may be canceled for a number of reasons including severe weather. Canceled programs are not automatically rescheduled.

**Concerns:**

If a patron questions a library programs, they should first address the concern with the library director. Patrons who wish to continue their request for review of a library program or programs may submit the Request for Reconsideration form. Requests for review of programs will be considered in the same manner as requests for reconsideration of library materials.

**Program Proposals:**

The library welcomes program proposals and recommendations for the public. Proposals will be evaluated by the programming committee. Submission forms are available on the library's website.