

## **Programming Policy**

### **INTRODUCTION**

Library programmes bring library collections to life.

The Library initiates programmes to stimulate the use of the Library and its material and to provide for the general enjoyment and enlightenment of the community.

Programmes are defined as any activity offered to the community at large or to a defined group, that the Library coordinates, plans and/or presents on their own or in partnership with another organization or via a third party contract. This includes the art exhibits offered at both libraries.

### **PURPOSE**

The purpose of programming at the Library is to:

- Stimulate imagination and inquiry by providing information, inviting, public discussion, encouraging curiosity and creativity, and/or promoting literacies (information, technical, cultural, and reading).
- Provide opportunities for the dissemination of information and for discussion of ideas
- Offer a first contact with books and reading for children, as well as a non-threatening way to gain information for reading-challenged adults
- Promote the Library's collections and services.
- Foster innovation

### **POLICY**

In keeping with the overall Lake of Bays Township Public Library goals and mission statement, programming is considered an integral part of the Library service offered to the community.

Taken collectively, Library programmes should promote the communication of ideas and information. They should extend Readers Advisory (recommended reads) and the information service to library users. Programmes are developed to respond to emerging community interests as well as to sustain demonstrated interests and demands. They are regularly evaluated to determine community response and programme effectiveness.

Statements made or positions taken during programmes do not necessarily reflect the opinions or values of the Lake of Bays Township Public Library.

Library programmes will:

1. Stimulate interest in and use of the Library.
2. Promote interest in reading, culture, information, technology, and literacy and research skills.
3. Promote an awareness of contemporary issues and information required to engage in society.
4. Attract non-users and reflect the need to connect programmes with library resources as part of the process of creating lifetime library users.
5. Provide entertaining, enjoyable, educational experiences.
6. Be offered without charge except in circumstances where admission may be charged to recoup the Library's costs of presenting the programme.

Note: Admission may be charged for fundraisers held by the Friends of Lake of Bays Township Public Library or other literacy, library or literary not-for-profit organizations and as approved by the CEO.

7. Preschool storytime, literacy programmes such as reading circles, book clubs, summer reading clubs, and basic technical competencies training will be considered core services and will be free of charge.
8. Lake of Bays Township Public Library facilities occupancy limits will apply to all programmes.

The Library may partner with not-for-profit or for profit organizations for programming content. The Library may provide content and present programmes in other venues or other organizations may provide content and present programmes at the Library. The Library will consider content that meets the criteria above and supports Lake of Bays Township Public Library goals and mission statement.

When partners provide content, Lake of Bays Township Public Library will waive room rental fees. Staff support for promotion and on-site assistance may be provided. Content based partnerships do not mean that the Library endorses particular points of view promoted at programmes and this will be noted on publicity where appropriate. Partners will be acknowledged as appropriate.

## **EVALUATION**

Upon completion, programmes will be evaluated as to the level of participant satisfaction, attendance, and cost effectiveness. To help gauge participant satisfaction and to collect new ideas, programme participants will be provided

with programme evaluation forms to be collected by staff as they leave. Programme evaluation summaries will be kept on file as a resource for planning future programmes.

**LIABILITY**

The Library does not assume responsibility for damages, personal injury, illness or theft arising from participation in any programme, or in any facility, or at any location where a programme is held.

The Library does not assume responsibility for children while on Library property. Parents and caregivers are required to attend programmes for children less than five (5) years of age. For most programmes for children five (5) to ten (10) years of age, parents do not attend the programme but must remain in the Library building during the programme, preferably in or near the programming room.

Parents and caregivers are encouraged to inform programme facilitators if the child has any pertinent medical, physical or allergy problems.

Approved: June 26<sup>th</sup> 2017

Review: June 2021

Signature of the Chairperson \_\_\_\_\_