



PGTPL Library Programming Policy

The Plainfield-Guilford Township Public Library supports its mission of being the place to connect, learn, discover and enjoy by developing and presenting programs that promote the use of library materials, facilities, and services. Through our programs, we strive to offer the community educational, recreational, and cultural experiences. Programs may be held either on site or at other locations designated by the Library and may be held during regular operating hours or after the library has closed for business.

Library programming is an integral component of Library service that:

- Expands the library's role as a valued community resource
- Introduces patrons and non-users to the Library and library resources
- Provides entertainment
- Supports lifelong learning and discovery
- Raises the profile and visibility of the Library

Program responsibility at the library rests with the Library Director, who administers under the authority of the Library Board of Trustees. The Library Director delegates the authority for program planning and management to the Adult Programming Team and the Youth Programming Team via written program plans, procedures, and guidelines.

These programming teams utilize library staff expertise, collections, services and facilities in developing and delivering programming. Teams consider the following criteria when making decisions about program topics, speakers, and accompanying resources:

- Community needs and interests
- Availability or location of program space
- Treatment of content for intended audience
- Presentation quality and requirements
- Presenter background/qualifications in content area
- Budget
- Staff time and resources
- Relevance to community interests and issues
- Historical or educational significance
- Connection to other community programs, exhibitions, or events
- 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 programs. Professional performers and presenters that reflect specialized or unique expertise or talent may be hired for Library programs; performers and

presenters will not be excluded from consideration because of their origins, background, views, or because of possible controversy.

Anyone interested in presenting a library program may submit an online *Library Program Application* that will be reviewed according to the above criteria. External organizations or individuals partnering with the Library on programs must coordinate marketing efforts with the Library's Community Central Department.

Library staff who present programs do so as part of their regular employment with the Library and are not hired as outside contractors. No Library programs, whether presented by Library staff or outside performers and presenters shall be used for commercial, religious, or partisan purposes or the solicitation of business. This includes programs offered for free but with the intention of soliciting future business. The sale of products at a Library program is prohibited, except as follows:

- Writers, performers, and artists may sell their own works in conjunction with a Library program in which they are featured provided they either:
 - contribute a copy of their work to the Library for possible inclusion in the Library collection; or
 - donate 15% of proceeds to benefit the Plainfield Friends of the Library; and
 - do not directly involve Library staff in the selling of merchandise.

- The Friends of the Library may sell items at Library programs they sponsor.

Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by the participants. Program topics, presenters, and resources are not excluded from consideration because of possible controversy.

While Library sponsored programs are generally free and open to the public, the Library may deem it necessary to limit attendance due to space constraints or the nature of the program; the Library may charge nominal fees for supplies and/or services. Registration and/or permission forms may be required for planning purposes or when space is limited. When limits must be established, attendance will be determined on a first come, first served basis, either with advanced registration or at the door. In some cases, such as with children and teen programs, the nature and success of a program may require limited attendance based on age.

The Library welcomes expressions of opinion from patrons concerning programming. Patrons should first address their concerns with the Library staff member in charge of the program. Patrons who wish to continue their request for review may submit a *Request for Program Reconsideration* form or speak with the Library Director. Requests for review of Library programs will be considered in the same manner as requests for reconsideration of Library materials as outlined in the Library's *Collection Development Policy*.