

BOARD POLICIES

Library Program Policy

Category: Operational

Approved: August 31, 2022

Introduction

Rocky River Public Library recognizes the need to offer quality programming for all ages in keeping with its mission, vision, and organizational priorities. Library programs offer informative, entertaining, or cultural experiences; build community; or introduce the community to Library materials, resources, and services.

Program Selection

Library staff use many criteria when making decisions about program topics, speakers, and accompanying resources, including:

- Community needs and interests
- Relation to Library collections, resources, services, and events
- Connections to other community programs, exhibits, or events
- Historical or educational significance
- Treatment of content for intended audience
- Presenter expertise and/or public performance experience
- Availability of resources to present program and speakers
- Popular appeal

The Library develops all programs through the lens of diversity, equity, and inclusion and offers programs in support of the American Library Association's "Programming to Promote Diversity" statement by providing programs "which accurately and authentically reflect the cultural perspectives of diverse communities" and through "community events organized by people of color and intersectionalities."

Library sponsorship of a program does not constitute endorsement of the content or the views expressed by the presenter or the participants. The Library has a responsibility to offer multiple viewpoints, avoid bias, and reflect the diverse interests of the community

Library-sponsored speakers are required to have some expertise, credentials, or credibility on the topic they are discussing. Staff who present programs do so as part of their regular job and are not hired as outside contractors for programming. A Library staff member or parents/caregivers will be present during youth programs if the presenter is not a Library staff member.

Programs of a purely commercial nature or those designed for the solicitation of businesses will not be offered by the Library. Examples of programs that would be considered of a commercial nature include, but are not limited to, presentations offered for free but with the intention of soliciting future business.

Programs that support or oppose any political candidate or ballot measure will not be approved or offered by the Library. However, educational programs, such as candidate forums that include invitations to all recognized candidates may be offered.

Programs will not be offered or approved that endorse or oppose a specific religion. Library programs may address religious themes to educate or inform, but not to promote, observe, or proselytize a particular religious conviction. Holiday programs may be offered for the entertainment of Library patrons.

Program Access

Library programs are voluntary and generally free and open to the public. Some programs may be designed for fundraising and may include an admission fee or be by invitation only.

Every attempt will be made to accommodate all who wish to attend a program. However, when safety, cost, or the success of a program requires it, attendance may be 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, the nature and success of a program may require a limited attendance based on age, especially programs intended for children and teens that are geared to their interests and developmental needs.

The Library will attempt to make all programs accessible. Requests for accommodations should be communicated to the Library at least two weeks in advance of the program.

Whether a program is delivered online or in person, participants are required to adhere to the Library's Patron Code of Conduct.

Video Recording and Photography

Patrons participating in programs may be photographed or recorded by Library staff members. These images, videos, and audio clips will be used in adherence to the Photography in Library Policy. Individuals that do not wish to be photographed may opt out by notifying Library staff.

Programs are recorded only with the permission of the presenters. Participants will be notified if a program is to be recorded and given the opportunity to opt out of participating in the program.

Sales of Books, Recordings, Art, and Other Items at Library Programs

The sale of products at Library programs must be approved by a Library Administrator before the start of the program. Generally, authors, performers, or presenters may sell and sign books, music, movies, and art following Library programs.

Library staff and their immediate relatives including members of their household may not sell and sign books, music, movies, and art in conjunction with library programs and may not be compensated for the sale of any product.

Fundraising to benefit the Library by Friends of the Rocky River Public Library, Rocky River Public Library Foundation, or Cowan Pottery Museum Associates is permitted.

Request for Reconsideration

The Library welcomes expressions of opinion from patrons concerning programming. Patrons who reside in Rocky River may submit a Request for Reconsideration form. Forms are available at the Library's public service desks. Requests for reconsideration of programs will be considered in the same procedural manner as requests for reconsideration of Library materials.