

## Programs Policy

**1. Introduction:** A library program is an event that promotes the use of library materials, facilities, or services and / or offers the community an informational, entertaining, or cultural experience. The North Liberty Community strives to offer a variety of programs that reflect the broad range of community interests.

**2. Age Groups:** Programs are conducted for people of all ages.

- a. **Children's Programs:** Programs are conducted for children of all ages and their families for the purpose of promoting reading and the use of library resources and services, broadening literacy and language experience, sharing the heritage of children's literature. Programs may also be offered based on patron request or topics that would attract children to the library.
- b. **Teen Programs:** Programs are conducted for teenagers (generally considered to be 6<sup>th</sup> – 12<sup>th</sup> grade) to promote reading and the use of library resources and services. Attention is also given to programs that address concerns and issues facing teenagers, programs that are requested by patrons, and programs that may attract teenagers to the library.
- c. **Adult Programs:** A wide variety of programming is offered for adults of all ages to promote reading, literacy and library use. Programs may also be offered that address the concerns and interests of the community, are based upon patron request, or that would attract adults to the library.

**3. Policies:**

**a. Fees:**

- Generally, library programs shall be free and open to the public. Optional fees may be set for materials that the participants will keep or are not covered in the programming budget.
- Charges for programs or events sponsored by the Friends of the Library or Teen Advocate Group are permissible for the purpose of fund-raising to benefit the library.

**b. Enrollment:**

- Attendance at programs shall not be restricted because of race, background, or beliefs. The library may limit attendance based on age, gender, programming space, materials availability, nature of the program, etc. Unless otherwise noted, children nine years of age and under should be accompanied by an adult as stated in the library's Unattended Child Policy.

**c. Special requests:**

- Suggestions for programs may be offered to library staff. Suggestions will be used at the discretion of library staff and in keeping with other library policies.
- The library provides special group tours or library orientations upon request and as staffing and time permit. Some aspects of these programs may be planned jointly with the requesting group. All children's groups must be well supervised by the organization sponsoring the visit.

- The library may provide special programs regarding library collections, facilities, and services upon request.
- The library may offer program opportunities away from the library facility, including storytime outreach to local daycares as staffing and time allow. Programs may be offered at a different location because of space needs or target audience.
- The library may partner with other organizations to provide programs. The library policies for programs will apply to any co-sponsored event.

**d. Other:**

- All programs will be advertised in local papers, on the local cable channel, on the city and library web pages and in the library starting three weeks prior to the program.
- Selected programs may be taped and broadcast on the local access channel.
- Library programs will be non-commercial in nature. Although a businessperson or other professional expert may present a program, the information should be general in nature. No solicitation of business is permitted.
- The sale of products at library programs is generally not allowed. There are two exceptions:
  1. Because the library wants to encourage reading, writing, and the appreciation of culture and because distribution channels for these materials are often lacking, writers, performers and artists may sell their own works at the library following the library program.
  2. The Friends of the North Liberty Community Library or the Teen Advocate Group may sell items at library programs.

All program attendees are expected to abide by the rules of the Community Center.

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