

Program Policy

It is the mission of the Olive Free Library to provide free access to the world of ideas, learning, and entertainment to enrich the community.

Our Libraries schedule, develop, and present various programs that provide opportunities for information, learning, and entertainment. Programming is an integral component of library services that:

- Expands the Library's role as a community resource
- Introduces patrons and non-users to Library resources
- Provides entertainment
- Provides opportunities for lifelong learning
- Expands the visibility of the Library
-

The ultimate responsibility for programming at the library rests with the Library Director, who administers programming under the authority of the Board of Trustees. The Library Director, in turn, delegates the authority for program development and management to appropriate departmental staff.

Library staff uses the following criteria in making decisions about program topics, speakers, and accompanying resources:

- Community needs and interests
- Availability of program space
- Availability of Library staff
- Presentation quality
- Presenter background/qualifications in the content area
- Budget
- 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 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 public programs.

Community members interested in offering or suggesting a program can refer to the *Program Suggestion Policy and Program Suggestion Form*. Library staff who present programs do so as part of their regular job and shall not be hired as outside contractors for programming.

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

No program that poses the imminent threat of public unrest or violence shall be permitted. No program that endangers Library patrons, staff, or facilities or otherwise interferes with Library operations shall be permitted. Programs that disparage, denigrate, or threaten groups of people will not be permitted. The Library does not present programs that support or oppose any candidate. Election information, such as candidate forums, may be offered, including invitations to all recognized candidates. Petitions or campaign literature are not permitted at such events.

According to the *Challenge of Library Resources Policy*, anyone who opposes a proposed, planned, or ongoing library program may challenge it by using the *Request For Reconsideration Of Library Resource Form*.

Professional performers and presenters with specialized or unique expertise may be hired for Library programs. Payment to an external presenter will be set following the Library's Procurement Policy. All external program presenters are required to submit a W-9 form and Proof of Liability Insurance when their contract is signed. Payment to external program presenters will only be made when the following conditions are met: Library Business Office receipt of a signed program contract, program completion, and submission of any items required by the Library.

The Library welcomes suggestions for future programming. All suggestions should be communicated to Library staff managing programs for the service areas and/or the Library Director utilizing the *Program Submission Form*.

Library Policies, Program Registration(s), and Cancellation

All Library policies apply at programs, regardless of the location of modality. The *Code of Conduct Policy*, *Child and Vulnerable Adults Policy*, *Photography and Videography Policy* are of special significance.

In all cases, program attendees and presenters participate at their own risk. When patrons 10+ years of age attend a program without a parent, guardian, or caregiver on site, it is assumed they do so with the permission of their legal guardian. A minor's legal guardian is always responsible for a child's safety and behavior in the library, whether that guardian is present or not.

Library programs are open to the public. Registration may be limited due to space limitations, cost, and program design. Age restrictions may also apply and will be indicated with program materials. All programs are free and open to the public unless specifically stated otherwise. Though it is not a regular practice, the Library reserves the right to limit registrations exclusively to Olive Free Library patrons.

Programs may be canceled due to weather, power outages, lack of registration, or other unforeseen circumstances. Cancellations will be posted on the library website and/or social media. If contact information has been provided for registration, a direct attempt will be made to notify participants.

If a program without registration receives no attendees after the first twenty minutes of its scheduled start time, it will be canceled without notice to the public.

Any sales of products at Library programs must be approved in advance by the Library Director. In consideration of the Library providing a venue to promote sales, the Vendor agrees to donate 10% of gross sales to the Library. Programs may not be used for commercial, religious, or partisan purposes or the solicitation of business. (See *Meeting Room Rental Agreement Policy* for additional options.)

The Library has the final approval of all promotional materials provided by the Vendor and reserves the right to edit. If the Vendor does not provide promotional materials, the Library will develop flyers or graphics to promote the event.

Virtual Programs

The Library may also offer virtual programs to reach the greatest number of patrons. These programs will utilize library-approved virtual meeting platform(s) that patrons may use to access virtual programs from their own devices. They may include programs simultaneously run at Library facilities and programs solely offered virtually.

All Library virtual programs will be hosted via the Library's virtual meeting account(s). A designated Library staff member will act as "host." An external presenter will be made the "co-host." A second Library staff member may also be a "co-host" to manage the event, including recording attendance, and deal with any technological, logistical, or behavioral issues that may arise. A third Library staff member may be required as an additional "co-host" for larger programs. While hosting the virtual program, the Library may mute attendees, lock the event after the program has begun, dismiss participants, and the like.

Patrons attending virtual programs are expected to adhere to the Olive FreeLibrary's *Patron Code of Conduct Policy* while in attendance, and failure to do so during a virtual program may result in their immediate removal from said program. Depending on the severity of the violation, individuals may also be banned from attending some or all future Library virtual programs. Patrons are welcome to use the Library's computers and devices or their own equipment to attend Library virtual programs. Olive Free Library will make its best good faith effort to utilize a virtual program platform compatible with the widest array of hardware and operating systems. Still, the Library makes no representation that every patron will be capable of accessing Library programming virtually using their personal devices or internet connections.

Furthermore, the Library makes no representation as to the quality of the audio or visual aspects of its virtual programs, nor of the stability of the internet connection on the side of the patron, the presenter, or the Library host. Finally, while the Olive Free Library will make all reasonable efforts to ensure the digital security of its virtual events, patrons attending said events understand and accept that all online activity comes with some degree of risk and agree that the Library is not liable for any negative consequences that may result from attending a Library virtual event.

The Library's philosophy of open access to information and ideas extends to Library programming, and the Library does not knowingly discriminate through its programming.

Resolution: Adopted on April 2, 2024, by unanimous vote of the Board of Trustees of the Olive Free Library.