Library Programming

The Indian Trails Public Library District presents programs that meet the informational, educational, recreational and lifelong learning needs of the community it serves.

<u>**Section 1:**</u> Audience

Programs are available to all members of the community, however some programs are developed for specific age or developmental levels. Any age or grade restrictions for a particular program will be published in advance.

<u>**Section 2:**</u> Program Sponsorships

Indian Trails Library participates in cooperative programs with other governmental agencies, educational and community institutions and businesses when the program meets the needs of library members.

Sponsorship or co-sponsorship of library programs requires a mutually beneficial agreement between the library and the sponsoring organizations. Sponsorships include, but are not limited to

- financial support

- staffing support

- facility use

<u>**Section 3:**</u> Program Presenters

The library has the sole discretion in determining presenters for programs. Individuals or organization who present programs at the library for public attendance are not allowed to sell their products or services during their presentation. After the presentation, appropriate materials connected to the performance or lecture may be sold by the author/performer with approval from the adult or youth services program coordinator. Use of a business or organization is not an endorsement of the content or the views expressed by the presenter.

All promotional materials to be used by the presenter must be approved by Communication Services at least one week prior to the program.

<u>**Section 4:**</u> Program Topics

General programming criteria for selection of programs:

- Library's long-range plan and mission;

- Needs and interests of the community;

- Appropriateness of content for the intended audience;

- Availability of other programs in the community;

- Expertise and quality of the speaker/performer;

- Representation of various interests and viewpoints;

- Timeliness and importance for library members;

- Limitations of space, time, budget and staff;

- Frequency of presenter's programs at the library.

Section 5: Program Registration and Fees

Registration may be required for certain programs. Any person registering for a program will be required to provide a telephone numbers and/or email address at which the library can contact him or her in the event of a cancellation or schedule change.

Registration lists are kept in strict confidence.

Library programs, both onsite and offsite, are normally without charge. Any fees charged are for materials only.

Section 6: Administrative

All programs are evaluated on a regular basis to determine if the library should continue with a program. In some instances, the library may decide that a program should be sunsetted for lack of interest, poor attendance, loss of presenter or other reason. The frequency and/or days and times of programs may be changed to meet the library's overall needs.