

# Program Policy

## Purpose

The Public Library of Steubenville and Jefferson County connects people with the world of ideas and information by developing and presenting programs that provide additional opportunities for information, learning, and entertainment. Programming is an integral component of library service that:

- Expands the library's role as a community resource
- Introduces customers and non-users to library resources
- Provides opportunities for reading and lifelong learning
- Expands the visibility of the library

PLSJ utilizes library staff expertise, collections, services and facilities in developing and delivering programming. 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 public programs.

## Criteria

PLSJ develops programming using the following criteria in program development:

- Community needs and interests
- Availability of program space
- Historical or educational significance
- Relation to library collections, resources, and exhibits
- Presentation quality and contribution to the library's welcoming environment
- Budget
- Connection to other community programs or events

No program shall be permitted which poses an imminent threat of public unrest or violence. No program shall be permitted that endangers library patrons, staff, library facilities, or otherwise materially interferes with library operations. The library does not present programs that support or oppose any political candidate.

Only library staff or hired professionals can present library programs to children-no volunteers or outside organizations. The library may conduct advance reference checks and require a background check of anyone presenting programs to patrons younger than the age of 18 years old.

Programs may be held on-site, off-site, or online.

Programs are not used for commercial, religious, or partisan purposes or the solicitation of businesses. Programs are for an educational, informational, or cultural value to the community.

## **Presenters**

The library may conduct reference checks in advance of contracting with the performer or presenter to ensure quality standards.

- Program presenters include library staff with experience and relevant skills or expertise. Library staff who present programs do so as part of their regular job and shall not be hired as outside contractors.
- Program presenters are hired professionals with recognized credentials.
- The library reserves the right to use video or photographs taken of program participants for internal use, publication, and use in promotional outlets and social media.
- Any sales of products at library programs must be preapproved.
- Payment to an external presenter will be set in accordance with the library's fiscal office and may require Library Director or Board of Trustees approval. Payment will be made upon receipt of a signed program contract, completion of program, submission of any items required by the library.

Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by the participants.

## **Registration/Attendance**

PLSJ programs are open to the public. Registration can be done in person or on the library's website at the event calendar. PLSJ reserves the right to limit attendance based on age (intended for children, teens, or adults, that are geared to their interests and developmental needs), space, or supply limitations. Registration may be required for planning purposes. Seating may be done on a first come, first served basis.

PLSJ maintains a waiting list in the event another person needs to cancel. If for any reason a person is unable to attend a program after signing up, please call the library.

All program participants must comply with the Library's Code of Conduct. Programs that are in person will not be recorded or streamed if a person cannot attend.

The library reserves the right to set age limits or recommendations for programs. In determining appropriate age recommendations, staff will consider the suitability of the program's materials, format and program presenter, the relevancy and suitability of topic, messages and programming methods for the intended audiences. Programs designed for specific audiences will be publicized as such. The responsibility for children's attendance at library programs rests with the caregivers.

PLSJ programs may be cancelled in the event of unexpected closing, severe weather, presenter/staff conflict or low registration. PLSJ will make every effort to notify the public of cancellations in a timely manner through updates to the website, social media, phone calls to those who preregistered, and signage.

PLSJ welcomes suggestions for programs and expressions of opinion from patrons regarding programs. Patrons can address questions to library staff. Patrons who wish to continue their request or suggestion for review of library programs will be considered in the same manner as a request or reconsideration of library materials is given in PLSJ's Collection Development Policy.

## **Parental Supervision During Library Programs**

To ensure the safety of children attending programs, we ask that parents/caregivers be responsible for monitoring the activities and regulating the behavior of their children. It is the policy of PLSJ that children younger than the age of 6 may not be left unattended by an adult in ANY part of the library. Children between the ages of 6 and 9 must be attended by a responsible caregiver of at least 12 years of age.

## **Marketing**

Organizations or individuals collaborating with the library on programs must coordinate marketing efforts with the library's Public Relations Department.