



LIBRARY SPONSORED PROGRAMMING POLICY

Adopted by the Board of Trustees, April 2024

The Middlesex Public Library is committed to offering programming that fosters lifelong learning through reliable information and quality entertainment. Programs complement other library services by providing an opportunity to highlight collections, promote services and share knowledge and expertise in a variety of learning styles and methods. The policy below is for Library staff initiated and maintained programs.

Responsibility

- Ultimate responsibility for programming policy lies with the Board of Trustees. The Board of Trustees delegate to the Director the planning and promotion of library programs. Staff members aid in this process as the Director deems appropriate.
- The Middlesex Public Library and its Board of Trustees endorse and support the American Library Association Library Bill of Rights and the ALA interpretation resulting in Library Initiated Programs as a Resource (<https://www.ala.org/advocacy/intfreedom/librarybill/interpretations/programsdisplays>)
- The Library welcomes expressions of opinion from patrons regarding programming. If a patron questions a Library initiated program, s/he should first address the concern with the appropriate department staff member and/or Director.

Content

- The Board of Trustees delegates the development and delivery of programs to the Director and staff deemed appropriate.
 - o The Director utilizes staff expertise, collections, equipment, and facilities
 - o The Director may also use the following criteria in determining decisions regarding program topics, speakers, and accompanying resources:
 - Relevance to community interests and issues
 - Availability of program space
 - Budget (cost of program supplies, content, and staff time)
 - Treatment of content for intended audience
 - Presentation quality
 - Presenter background/qualifications in content area
 - Historical/educational significance
 - Relation to Library collections, resources, exhibits and programs
- Library programs must be non-commercial. Presenters may be professionals or business people, but the information presented must be generic and unbiased in nature.
- No solicitation for business will be permitted.
- No entry fee or program fee may be charged.
- The Friends of the Library may sell items at the Library programs they sponsor.

Registration and Attendance

- The Library reserves the right to set and enforce age limits for all programs.
- Registration may be required for planning purposes or where space is limited.
- When limits must be established, attendance may be limited by advance registration or "first come, first served" basis at the door.