

# UPPER MORELAND FREE PUBLIC LIBRARY

## PROGRAMMING

|              |                          |
|--------------|--------------------------|
| Revised:     | 05/10/2023               |
| Next Review: | 2 <sup>nd</sup> Qtr 2026 |
| Reviewed     | 04/13/2023               |
| Original:    | 09/14/2022               |

### I. POLICY

- A. The purpose of this policy is to provide parameters for library programs including those that are sponsored with outside groups or individuals.
  - 1. UMFPL offers a variety of programs to visitors throughout the year, planned and developed by library staff
  - 2. Programming is an integral part of library services, providing ways for the library to share with and engage the community in information, ideas, and experiences
  - 3. Library programs are broadly defined and may include: story times, outreach events, displays, exhibits, classes, workshops, speakers/lectures, authors, and other experiences
  - 4. Similar to the library's collections, UMFPL strives to make library programs freely accessible to the community
- B. UMFPL provides programming that aligns with the library's mission and strategic plan.
- C. Library staff strategically select and schedule presenters, topics, and formats based on these guiding factors, and in accordance with the guidelines stated by the [American Library Association in its Library Bill of Rights](#):
  - 1. Expands the library's role as a community resource
  - 2. Introduces patrons and non-users to library resources
  - 3. Provides entertainment and enrichment
  - 4. Provides opportunities for lifelong learning
  - 5. Expands the visibility of the library
- D. Authority for program planning and management is delegated by the library Board of Trustees to the Director and the Director's designated staff.
  - 1. Program suggestions and proposals from presenters and members of the community are welcome, however, UMFPL staff retains the right to determine which programs and events are scheduled. Program requests may be submitted through the library website's [Make a Suggestion](#) page or by completing a UMFPL Suggestion Card available in the library.

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2. Library staff may use, but are not limited to, the following criteria and considerations in program planning. A program need not meet all of the criteria to be acceptable, nor will any single criterion be decisive. Neither the order of the general criteria nor the order of items in a list of specific criteria indicates relative importance.
  - a) Relation to library mission, strategic plan, and values
  - b) Community needs, interests and/or has a connection to a community activity or event
  - c) Presentation quality and treatment of content for intended audience
  - d) Presenter background/qualifications/reputation
  - e) Clearances for youth programming (18 and under)
  - f) Budget and staffing considerations
  - g) Historical or educational significance
  - h) Relevance and timeliness of local, world, and current events
  - i) Health or safety considerations
  - j) PA Forward's literacy areas: Basic, Information, Civic/Social, Health & Finance
  - k) Connection to other community programs, exhibits or events
  - l) Popular appeal
  - m) Suitability for intended audiences
  - n) Availability for physical and virtual library space and resources (including staff and technology)
  - o) Consideration for the principles of accessibility and equity along with the representation of diverse cultural background, opinions, and viewpoints
  - p) Programs will not be primarily commercial or for the solicitation of business
- E. Library sponsorship of a program does not constitute or imply an endorsement of the partner or presenter's policies or beliefs by any library personnel or by UMFPL staff

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- F. UMFPL may partner or co-sponsor with other agencies, organizations, educational or cultural institutions, and businesses, provided the programs are compatible with the library mission and strategic plan
  - 1. The library will generate joint programming and invite partners to co-sponsor or collaborate
  - 2. Co-sponsored programs must include involvement by library staff in the planning of program content
  - 3. Collaboration decisions with the partner or co-sponsor are made on the basis of community impact, mutual needs, and mutual benefits of the library and the sponsored entity
  - 4. Additionally, professional performers and presenters who offer specialized or unique expertise may be hired for library programs
  - 5. Library staff will work with co-sponsors and performers and presenters to develop an advertising plan. All related advertising for programs must be pre-approved by UMFPL staff
- G. Programs are open to the general public, subject to age restrictions, but some programs may be designed with specific audiences in mind
- H. UMFPL reserves the right to limit the number of participants in a program
  - 1. Every attempt will be made to accommodate all who wish to attend a program
  - 2. When safety or the enjoyment of a program requires it, attendance may be limited
  - 3. When limits must be established, attendance will be determined on a first-come, first-served basis, either with advanced registration or at the door
  - 4. In no case will attendance at a program be limited because the content of the program may be controversial
  - 5. In some cases, the nature and success of a program may require that attendance is limited based on age, especially programs intended for children and teens that are geared to their interests and developmental needs
  - 6. The library cannot accommodate events that are expected to exceed code-established room capacity

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- I. UMFPL staff members have the discretion to cancel programs that may or may not be rescheduled based on library needs
  - 1. Staff will provide as much notice as possible
  - 2. This includes weather-related cancellations
- J. Programs may be held onsite at the library, off-site, or virtually via video conferencing software, such as Zoom, or a combination of all of these modes
- K. Programs are scheduled to occur during normal hours of operation or special hours as designated by the director
- L. A library staff member must be on the premises during all programs
- M. All library programs, with rare exception, are free to the participants
- N. A program participation fee may be charged only with prior library approval to recover the cost of materials, or supplies, or presenter fees when it would otherwise not be feasible to offer the program.
- O. The sale of items related to the program must receive UMFPL approval in advance of the program
- P. All program-specific rules and procedures will be shared with attendees
  - 1. Any attendees in violation of program-specific rule or procedures will be asked to leave
  - 2. All program attendees and presenters are subject to the Use of Facility Policy
  - 3. Library staff will remove any participants in virtual or in-person programs who continually disrupt the program or violate any library policies or procedures
- Q. Programs, both in-person and virtual, may be recorded
  - 1. The library reserves the right to use video or photographs taken of program participants
  - 2. Video or photographs taken of participants during a library program may be used for internal use, publication, for evaluation purposes, and use in promotional outlets
- R. This programming policy does not apply to:
  - 1. Events that are developed for special library-related purposes such as donor recognition, fundraising, or media conferences

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2. Programs offered by other organizations on library premises where space is reserved under the terms and condition of the [Upper Moreland Township Meeting Room Guidelines](#) available at the library Information Desk. The library cannot assist in publicizing these programs

## II. DEFINITION:

1. A library program is any planned event offered to meet the intended participants' needs or interests consistent with the UMFPL Mission and Vision Statements
2. A library-sponsored program is a library program developed in conjunction with a community organization or individual
3. A cosponsor is the community organization or individual the library has accepted as a partner

- III. RESPONSIBILITY: The director shall establish necessary procedures to comply with this policy based on the [UMFPL Statement of Concern](#) adopted on May 10, 2023 by the UMFPL Board of Trustees