

UPPER MORELAND FREE PUBLIC LIBRARY

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PROGRAMMING

Programming is an integral part of library services, providing ways for the library to engage the community in information, ideas, and experiences. This policy outlines considerations for library programs including those that are co-sponsored with outside groups or individuals.

Authority for program planning and management is delegated by the library Board of Trustees to the Director and the Director's designated staff.

LIBRARY PROGRAMS

Library programs are any planned activity offered to meet the intended participants' needs or interests consistent with the UMFPL Mission and Vision Statements, and may include a variety of story times, outreach events, displays, exhibits, classes, workshops, speakers/lectures, authors, professional performers or presenters, and other experiences

UMFPL Programs will:

- Expand the library's role as a community resource
- Introduce patrons and non-users to library resources
- Provide entertainment and enrichment
- Provide opportunities for lifelong learning
- Expand the visibility of the library

Librarians use, but are not limited to, the following criteria and considerations—in no particular order—in program planning. A program need not meet all of the criteria to be acceptable, nor will any single criterion be decisive.

- Community needs, interests, popular appeal, or connections to a community activity or event
- Presentation quality or presenter background/qualifications/reputation
- Availability of physical and/or virtual space as well as budget, technology, and staffing resources
- PA Forward's five literacy areas: Basic, Information, Civic/Social, Health & Finance
- Consideration for the principles of accessibility
- Representation of a variety cultural backgrounds, opinions, and viewpoints
- Historical, civic, cultural or educational significance

CO-SPONSORED PROGRAMS

UMFPL co-sponsors programs with other agencies, organizations, educational or cultural institutions, and businesses when programs are compatible with the library mission and strategic plan

- The library will generate joint programming and invite partners to co-sponsor or collaborate
- Co-sponsored programs includes involvement by library staff in the planning of program content
- Collaboration with co-sponsors are made on the basis of community impact, mutual needs, and mutual benefits of the library and the sponsored entity
- Library staff will work with co-sponsors to develop advertising resources which must be approved by UMFPL staff in advance of use

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- Programs will not be primarily commercial or for the solicitation of business
- 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

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.

PROGRAM GUIDELINES

- Programs are open to the general public, subject to age restrictions, but some programs may be designed with specific audiences in mind
- UMFPL will attempt to accommodate all who wish to participate in a program; participation may be limited on a first come, first served basis by registration or at the door
- UMFPL staff members have the discretion to cancel programs (including weather-related closures) as much notice as possible will be provided
 - Canceled programs may or may not rescheduled based on library needs
- Programs may be held onsite (at the library), off-site, virtually via video conferencing software, or a combination of methods
- A program participation fee may be charged only with director approval to recover the cost of materials, or supplies, or presenter fees, when it would otherwise not be feasible to offer the program
- The sale of items related to the program must be approved by the director in advance of the program
- Programs, both in-person and virtual, may be recorded or photographed. The library reserves the right to use group video or photographs taken during programs
 - Video or photographs taken of individual participants will only be used as outlined in [UMFPL's Media Relations Policy](#)

PROGRAMMING POLICY DOES NOT APPLY TO:

- Events developed for special library-related purposes such as donor recognition, fundraising, or media conferences
- Programs offered by other organizations on library premises where space is reserved through [Upper Moreland Township](#)
 - The library cannot assist in publicizing these programs via library media channels