

## **Leominster Public Library Programming Policy**

This policy refers to programs sponsored by the Leominster Public Library, not to programs held at the Library by community groups.

The Leominster Public Library offers library programming in keeping with the library's mission and service goals. The Head of Adult Services, the Young Adult Services Coordinator, and the Head of Children's Services are responsible for planning and implementing the programs offered in their respective departments. Any questions about library programming will be referred to the Library Director. Any appeals must be made in writing to the Chair of the Board of Trustees of the Leominster Public Library.

Library staff may use, but are not limited to, the following criteria in program planning:

- Relation to library mission and service goals
- Community needs and interest
- Presentation quality and treatment of content for intended audience
- Presenter background/qualifications/reputation
- Availability of program space
- Budget and staffing considerations
- Connection to other community programs, exhibits or events

Requests from individuals to present library programs are considered using the above criteria.

The library does not offer programs of a commercial nature. An example of a program that would be considered of a commercial nature would be a presentation offered for free but with the intention of soliciting future business.

Every attempt will be made to accommodate all who wish to attend a program. However, when safety or the success of a program requires it, attendance may be limited. When limits must be established, attendance will be determined on a first come, first served basis, either with advanced registration or at the door.

In some cases, the nature and success of a program may require a limited attendance based on age, especially programs intended for children and teens that are geared to their interests and developmental needs. In no case will attendance at a program be limited because the content of the program may be controversial.

All library programs must be open to the public and offered free of charge. However, recognizing that program attendees may wish to purchase items like books written by speakers or recordings made by performers, the library may permit the sale of such items in conjunction with a library-sponsored program. All plans to sell such items must be arranged in advance and approved by the department head responsible for the program.

Library sponsorship of a program does not constitute or imply an endorsement of its policies, beliefs, or program by any library personnel or by the Leominster Public Library.

Exceptions to the policy can be made by a majority vote of the Board of Trustees.

Approved July 13, 2009