



Kendallville Public Library

Providing access to information...for life.

Programming Policy

KPL Board of Trustees [Adopted 11/14/2023]

Programs/events promote the role of the Library as a community resource and partner. Programs complement the Library's collections and foster literacy, cultural appreciation, personal growth, and community connections; supporting the library's mission of "Providing access to information...for life!"

The purpose of this policy is to guide staff and community partners in program/event development. The library upholds principles of intellectual freedom and supports the rights of individuals to read, speak, view and exchange points of view. Library programs and events provide access to diverse perspectives within the community. Programs may target a general audience or be tailored to a more niche demographic.

Programming Guidelines

- Events include safety precautions
- Meets community needs and interests
- Provides high quality and relevant activities
- Addresses emerging demographics
- Every effort is made to make admission to library programs free of cost
- Programs are non-commercial; presenters may have a business affiliation but no solicitation or promotion is permitted
- Sale of books/CDs/art work by authors/performers/artists is permitted as part of a library program when arranged for in advance
- The library may co-sponsor programs with entities whose missions and goals are compatible
- Considers venue limitations or availability of space
- Includes budget and staffing considerations
- May connect to other community resources including programs, exhibits, and events
- Program suggestions from the public and or unsolicited offers from individuals or organizations to present programs will be evaluated by the same standards used to select library-initiated programs
- Programmers are not considered contracted until a completed Memorandum of Agreement and W-9 form are returned to the Kendallville Public Library

Co-Sponsored Programs

KPL may partner or co-sponsor programs with other individuals, agencies, municipalities, organizations, and businesses provided the programs/events are compatible with the Library's mission and vision. Collaborative programming must involve library staff input in the planning process of program content



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and should involve library staff in the execution and evaluation of said event. Library sponsorship of a program does not constitute or imply an endorsement of another's policies or beliefs.

Community Presenters

The purpose of programs may not be purely commercial or for the solicitation of business. The presenter may leave business cards for participants to pick up after the program should anyone be interested in purchasing goods or services. Goods and services between presenter and attendees is prohibited at library programs. The Library recognizes 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 and approved in advance by the Executive Library Director. Program presenters are responsible for the handling of all sales.

Marketing

The library reserves the right to use video or photographs taken of program participants for internal use, publication, and use in library promotional outlets, and for evaluation purposes.

Reconsideration Procedures

The choice to attend library programs is an individual matter. Responsibility for attending programs by children and adolescents rests with their parents or legal guardians. While a person may reject programs for themselves and their children, they cannot exercise censorship to restrict access to the programs by others. The library will review the selection of a specific program upon request of a member of the community.

The following are procedures for handling challenges to library events:

1. Submit the form *Request for Reconsideration: Library Programs*
2. The Library Director and the Department Manager overseeing the program formerly review the proposed program content
 - a. Does the program meet programming standards presented in this board adopted policy?
3. The Library Director contacts the challenger with the results of the meeting
4. Should the challenger find fault with the decision he/she may appeal once again, which will result in the library's programming development team (all programming managers and director) meeting to discuss the event in question
5. The challenger will then be notified of the results
6. A final appeal may go to the Kendallville Public Library Board of Trustees