



Programming Policy

The Library provides programs, classes, events, and showcases with educational, cultural, and entertainment value for the benefit and enjoyment of all members of its community. Library programs are offered when possible within the limits of Library staff and budget, and are open to the public. The Library keeps records of the number of participants at its programs for statistical reporting purposes, but does not store specific information on each participant. Library programs are always free of charge, with the exception of formal structured educational programs such as the Preschool or Summer Camp.

Attendance Guidelines

The Library asks that all patrons be respectful of and patient with Library staff, special guests, presenters, volunteers, and other attendees whenever they attend a Library program. All usual Library guidelines and policies must be adhered to during programs, but programs may also have additional rules due to their specific nature or needs (for example, a program with live animals will have additional rules to ensure safety for them and the public). While all programs are open to members of the public, the Library may restrict some programs to only allow attendees of a certain age group for safety or educational purposes.

Patrons are responsible for their belongings at all times during programs, and adult patrons with children are responsible for them; children under the age of 10 **cannot** be dropped off or left in a program without a responsible guardian accompanying them at all times. Service animals are welcome as long as they abide by these guidelines, but other animals are not permitted at events to ensure that patrons with allergies or other animal concerns are able to participate. Patrons should make sure to maintain appropriate personal hygiene and wear appropriate attire for the program's content.

Patrons are asked to avoid talking or making undue noise during programs where not appropriate, which includes phone calls or the use of electronic devices that play sound without headphones. If you are attending an event and need to take a call or otherwise make



noise, the Library requests that you step outside (if you are accompanying a child, they must go with you) to do so before returning to the program in progress to avoid disrupting it for others.

Some programs may require registration, which is performed on the Library website. Events that require registration do so in order to ensure that there the Library can provide enough space, materials, or other resources for participants; the Library cannot guarantee that unregistered or walk-in patrons can attend these programs. If you are unsure if you are registered for an event or need help learning how to do so, please contact the Library directly. Programs that require travel away from Library facilities, such as field trips, may require the signing of a Hold Harmless agreement and a photography release form.

If the Library holds events outside of normal opening hours, patrons may not access most normal Library services, such as computer use, printing, or checking out books, due to staff being occupied running the program instead; please visit the Library when it is open for these services. If a program is being held in the Library's open or common space during open hours, patrons may still access normal services by visiting the circulation or reference desks.

Library patrons who cannot abide by the attendance guidelines in this or any other Library policy may be asked to leave the program.

Staff-Led Programs

The Library offers a roster of staff-led programming, which includes events such as book clubs, story times, fitness classes, citizenship preparation, and more. Staff members who are engaged in running a program are not available for other Library services; please visit the circulation or reference desk for assistance while a program is in progress. Library staff engaged in programming may ask patrons (including patrons with disruptive children) to leave at any time if they are not appropriately following program attendance guidelines.

In the event that a Library staff member who is providing a program is ill or otherwise unavailable, the Library will make every effort to find an appropriate staff member to fill in and still present the program. If this is not possible, the program will be canceled or rescheduled and patrons notified via the Library website.

Staff-led Library programs are free of charge and open to all members of the public of the appropriate age range.



City-Led Programs

As a proud part of the city of North Miami Beach, the Library sometimes serves as a venue for City programs and community events, such as fitness initiatives, donation drives and giveaways, city officiant celebrations, and so on. Programs held by the City may pre-empt normal Library programming when there are conflicts, and may require alternative registration or a charge for attendance.

If you have questions about the content, presentation, or organization of a City-led event at the Library, please either contact the Library or reach out to City Hall directly for more information.

Contractor-Led Programs

The Library hosts a number of contractor-led programs, both regular and one-time, which are led by an outside volunteer, organization, or individual for the benefit of Library patrons. Patrons attending contractor-led programs must follow all policies and guidelines the same as they would when attending a staff program. Library staff may, at Director discretion, participate in or supervise contractor-led programs being held in Library facilities. In the event of a contractor not being available to lead their program, the program will be canceled; contractors are responsible for contacting their attendees to inform them of cancellations.

Contractor-led programs are approved to be held at the Library by the Programming Coordinator and Director, and may not be held without their prior permission. Contractors wishing to hold a program must apply using the Library's Room Reservation Application, and must follow all relevant policies, including forgoing for-profit activities during programs. Library staff may terminate a contractor-led program at any time if it is determined to be in breach of any policy or guideline set down by the Library.

Ongoing/Multi-Session Programs

The Library regularly offers limited multi-session educational programming, such as its Preschool, After-School, or Summer Camp programs. These programs are limited to



participants from certain age groups and may require a fee to attend, especially in the case of programs that provide childcare. Ongoing programs must be registered for in advance, and the Library reserves the right to waitlist or refuse to register patrons in excess of the number that can be realistically and safely served with Library resources and staff. Registration windows are limited, and the Library cannot guarantee a slot, verbally or otherwise, before a patron has actually registered for it.

Participants in ongoing programs are expected to abide by all the usual Library policies, and may be asked to leave a single session or the entire program if they do not comply.