



Programming Policy

The library supports its mission of inspiring lifelong discovery, facilitating collaboration, and connecting people with resources by developing and presenting programs that provide additional opportunities for learning and entertainment. Programs are provided as a means through which the public of all ages, cultures, backgrounds, and interest groups can share experiences, appreciate special interests, and exchange information. Programming is an integral library service that:

- Encourages exploration of new ideas and experiences
- Connects our community members to relevant information and each other
- Expands the library's role as a community resource
- Strengthens partnerships within the community
- Increases the visibility of the library and its resources

The library's staff use the following criteria in making decisions about program topics, speakers, and accompanying resources:

- Relation to the library's mission, collections, resources, exhibits, and programs
- Relevance to community needs, interests, and issues
- Connection to other community programs, exhibitions, or events
- Presenter background/qualifications in content area
- Treatment of content for intended audience
- Presentation quality
- Historical or educational significance
- Availability of space
- Budget and staffing considerations

In addition, the library draws upon other community resources in developing programs; and it actively partners with other community agencies, organizations,

educational and cultural institutions, and individuals to develop and present co-sponsored public programs. Professional performers and presenters that reflect specialized or unique expertise may be hired for library programs. Performers agree to follow all guidelines as stated in the Carmel Clay Public Library's [Standards of Conduct](#). Library staff who present programs do so as part of their regular jobs and are not hired as outside contractors for programming.

All library programs are open to the public. The library will make every effort to ensure that fees are not the responsibility of the attendees. The library's philosophy of open access to information and ideas extends to library programming, and the library does not knowingly discriminate through its programming. Library sponsorship of a program does not constitute an endorsement of the content of the program.

Registration may be required for planning purposes or when space is limited. 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 and will be determined on a first come, first served basis, either by advance registration or at the door. Attendance at some library-sponsored programs may be restricted to specific age groups.

Due to space constraints, the library may not be able to accommodate large groups for popular programs. Therefore, large groups are encouraged to contact the library to schedule a visit to ensure a successful experience for everyone. Groups who would like to request a guided tour of the library or to attend a program at the library as a group are asked to contact the library four weeks in advance of the desired date.

Programs may be held on site at any library location or at other locations. Any sales of products at library programs, whether on- or off-site, must be approved by the library prior to the event and are handled by the programmer, not library staff. Programs are not used for commercial, religious, or partisan purposes, or for the solicitation of business. However, educational or entertaining programs may be offered (e.g., candidates' forums that include invitations to all recognized candidates, holiday programs, etc.). Materials asking library visitors to sign a petition or letter are not permitted at library programs.

External organizations or individuals partnering with the library for programs must coordinate marketing efforts with the library's Communications Department.

The Carmel Clay Public Library welcomes expressions of opinion from patrons concerning programming. If a patron questions a library program, they should first address the concern with a library staff member. Patrons who wish to continue their request for review of library programs may submit the Request for Reconsideration form. Requests for review of programs will be considered in the same manner as requests for reconsideration of library materials as outlined in the library's [Collection Development Policy](#).

Programs and events planned and hosted by the Foundation and/or Friends of the Carmel Clay Public Library will continue to support the mission of the library but will not be restricted by library policy where prohibitive.

Approved by the Carmel Clay Public Library Board of Trustees, February 2023