



## **Programming Policy**

As part of the mission of the Hiawatha Public Library, programming is a vital library activity that serves the cultural, recreational, and informational needs of the community. Programs serve all ages: adults, children, young adults, and inter-generational groups. Hiawatha Public Library cannot accommodate large school or daycare groups at library events. However, daycares and school groups may schedule special library visits.

There will be no charge to attendees for library programs; however, there may be a fee for supplies to be used during the program, which are kept by the attendees. Presenters may not use the program to actively solicit customers, however, they may make their business card or contact information available to those interested in pursuing the topic. Presenters may not offer items or services for sale, nor solicit orders for goods or services while offering a library program with the exception of authors selling books at a library sponsored program.

Programs should be under the supervision of the person responsible for children's services and adult services. Volunteers and community speakers who have special skills or expertise may be asked to present a program.

In planning programs, the librarian should consider:

- A. The library's stated mission
- B. Content appropriate to the audience
- C. Other programs available in the community
- D. Available community resources
- E. Limitations of budget (free of charge presenters used whenever possible)

Adopted by the Library Board 3/19/02

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