



405 White Street Springfield, TN 37172

## **Stokes Brown Public Library Program Policy**

The Library mission is inspiring lifelong learning through connections to knowledge and the communities of Robertson County. Programming is an integral component of supporting that mission. All Library programs are open to the public. The library staff's expertise, collections, qualified outside services, and facilities are used in developing and delivering programming to:

- Expand the Library's role as a community resource
- Introduce patrons and non-users to library and community resources
- Provide entertainment
- Provide opportunities for lifelong learning

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

- Fit with the mission, vision, and goals of the library
- Community needs and interests as identified by staff
- Past attendance numbers at similar events
- Availability of program space
- Intended audience & service to new or underserved demographics
- State educational standards
- Budget & staff time
- Presenter qualifications or certifications
- Past relationship with presenter
- Historical or educational significance of the presentation
- Connection to other community programs, exhibitions, educational initiatives, or events within Robertson County
- Relation to American Library Association (ALA) and TN State Library and Archives Standards for Public Libraries

### **Partnerships & Presenters**

The library may actively partner with other community agencies, non-profit organizations, educational & cultural institutions, or individuals to present co-sponsored public programs. These programs will strongly align with the mission and goals of the library and/or correspond with community needs as identified by library leadership.

Professional performers and presenters that reflect specialized or unique expertise may be hired for library programs. No performers or presenters will be excluded from consideration because of status in any protected class.

Library staff who present programs do so as part of their regular job and are not hired as outside contractors for programming. Library staff cannot 'volunteer' hours to work library programs. They will be compensated, as outlined in the employee handbook, for any hours worked. Library Programs may be held offsite; however, a staff member representing the library will be present during the program. Staff may present programs or story times at schools, daycares, civic groups, or other similar venues that may not be opened beyond the membership of that group. The Library will work with the agency to provide content that meets the needs of the audience while adhering library policies.

### **Purposes & Limitations**

Official library programs are not conducted for the promotion of one specific commercial, religious, partisan, or similar opinion. In programming where opinions are presented, or solicited, efforts may be made to balance speakers with differing perspectives within the program. The basic library philosophy of open access to information and ideas extends to library programming. The library does not knowingly discriminate through its programming. Program participants will be expected to abide by the Patron Code of Conduct.

### **Fees**

In limited cases, a fee may be charged to patrons to cover the cost of physical materials used. The solicitation or promotion of for-profit business or the sale of merchandise during programming will not be allowed. This includes the presentation by authors of their own works. Those interested in using the library facilities for these or similar purposes can be best accommodated under the book signing or room use policies.

Exceptions to this rule may be granted by vote of the Board of Directors for large street/ craft fair or farmer's market type events which include multiple vendors.

### **Marketing**

Those partnering with the library on programming must coordinate all marketing efforts with the programming staff member designated by the Director. All external marketing posts, displays, or exhibits shall be paid for by the outside partner unless otherwise discussed with and approved by library administration.

The library primarily uses social media, printed signs & calendars, banners, and the library website to promote events. Large events may include paid advertisements only if preapproved by library administration.

### **Community Comment**

Stokes Brown Public Library welcomes expressions of opinion from the public concerning programming. Questions, suggestions, and feedback from the public are welcome at any service desk or [sbplcustomerservice@gmail.com](mailto:sbplcustomerservice@gmail.com) where it will be forwarded to appropriate staff.

**Board Approved 5/2023**