TOWN AND COUNTRY PUBLIC LIBRARY DISTRICT

PROGRAM POLICY

Programs sponsored by the Library will support the stated mission, vision, and strategic plan of the Library. Programs strengthen the Library as a vital part of the community, enhance the library experience for its patrons, and help the Library reach out to new and diverse constituencies. The Library offers both educational and entertaining programs.

Planning Programs

1. Program development is the responsibility of the Adult Services and Youth Services Department Heads. Other staff and members of the community are welcome to submit ideas for programs. The Library Department Heads and the Director have the option to implement ideas or not, as they deem appropriate.
2. Library staff may plan programs in co-operation with other community groups in order to better serve the community.
3. It is the responsibility of the Department Heads to inform the Library Director of programs under consideration.
4. The merits of any program are weighed against the needs, interests, and demands of the public and the budget constraints of the Library District.
5. The Library Director has the ultimate responsibility for the approval or disapproval of proposed programs.
6. Programs should be planned and presented as appropriate to the needs of the target age groups.
7. Programs should be planned as far in advance as possible in order to secure space.
8. The scheduling of Library District programs takes precedence over programs and meetings of outside groups.

General Guidelines

1. Fees are not generally charged for Library District residents to attend Library programs; however, the District reserves the right to charge a fee for consumable materials and for non-residents to attend programs.
2. Authorized Library staff may cancel or terminate a program if necessary.
3. Certain programs might require registration. The Library District has the right to refuse entrance to these programs to those who did not register.
4. The Library has the right to set age limits for attendance at certain programs, due to space limitations or the nature of the program.
5. Library sponsorship of a program does not constitute or imply endorsement of a presenter's viewpoint.
6. Library programs are non-commercial in nature. Exceptions to this may include: Library fundraisers, and visiting authors, artists, or entertainers who may offer their works for sale.
   Approved: June 11, 2012