

## **Programming & Performer Policy**

The mission of the Ventress Memorial Library is to act as a community hub that inspires and empowers all to access knowledge, culture and social connections.

The staff of the Ventress Memorial Library offers programs intended to further the Library's mission. The library functions as an information, recreational, and cultural resource for the community. Programs are a means through which the public can share experiences, explore ideas, appreciate special interests, exchange information, connect with each other and with the VML.

Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by participants, and program topics, speakers and resources are not excluded from programs because of possible controversy. Library programming will reflect a wide range of diverse perspectives and opinions. In developing and delivering programs, the library staff utilizes staff expertise, collections, equipment, and facilities.

The following criteria are used in making decisions about program topics, speakers, and accompanying resources.

- Community needs and interests
- Budget and cost of program
- Space required for program
- Presenter background/qualifications in content area
- Relevance/appropriateness of program to library's mission
- Staff time

The Library is interested in opinions and suggestions for Library programs. These suggestions or opinions should be communicated to Library staff or the Library Director. The Library's philosophy of open access to information and ideas extends to Library programming, and the Library does not discriminate through its programming. Library staff who present programs do so as a part of their job. In addition, the Library draws upon community resources in developing programs and attempts to partner with other community organizations, educational and cultural institutions or individuals to present and/or co-sponsor programs.

### **At any Library Sponsored Event**

- All programs at the Library are open to the public and free of charge.
- Patrons may be asked to bring their own supplies and materials needed at workshops. Programs may be held on- or off-site.
- Anyone participating in programs, including staff, participants, and performers, must adhere to the Ventress Memorial Library patron behavior policy. Caregivers are responsible for their children's conduct.

- Program attendance will not exceed the capacity of its space as determined under the fire code.
- Programs may be designed for and limited to a specific audience, age, or grade level.
- Decisions concerning an event's audience, registration, capacity, late arrivals, and allowable walk-ins will be made by the Library staff supervising the event. Patrons will respect decisions made by the Library staff with the presenter's input regarding the above.
- Any adult planning to attend a Children's or Teen event must be accompanied by a child or teen.
- Standard age ranges:
  - Children are defined as those between the ages of 0 and 11.
  - Teens are defined as being between the ages of 12 and 18.
  - Adults are defined as those ages 18 and up.

## **Registration**

Registration may be required for some events for various reasons, including maintaining the venue capacity or to allow the presenter to prepare for the number of people attending. Registration for programs may be done on the Library's website calendar of events, or by calling or visiting the Library. We request that registered individuals notify the organizers as soon as possible if they are unable to attend in order to allow other people to register. A waitlist may be created for high-demand events, in lieu of allowing walk-ins. Should spots become available, we will make every effort to notify waitlisted patrons in time for them to attend the event. If there is still space, walk-ins will be allowed. Best efforts will be made to accommodate

## **Event Promotion**

- The Library can only promote library-sponsored events.
- If time and space allow, the Library may share community program information.

Performers or authors may sell books or CDs as part of a library program. Programs sponsored by the Friends of the Library may include the sale of merchandise as a fundraiser to benefit the Library. Sale of any other products at Library programs is not permitted unless authorized by the Library Director or designee. Programs are not used for commercial, religious, political, or partisan purposes or for the solicitation of business. However, the presenter may leave business cards for participants to pick up after the program for anyone interested in purchasing items or services from the presenter.

## **Reconsideration of Library Programs**

The choice to attend library programs by users is an individual matter. While a person may reject a program for himself/herself, he/she cannot exercise censorship to restrict access by others.

Recognizing that a diversity of events may result in some requests for reconsideration, the following procedures have been developed to assure that objections or complaints are handled in an attentive and consistent manner.

Any resident of the Town of Marshfield that has a concern regarding the selection of a program is welcome to discuss the interpretation of these principles with the Library Director. A formal review of any event is initiated only upon the submittal of a request for reconsideration form at least two weeks prior to the program. Upon submittal of this form, professional program coordinators on the staff will read, review, and comparatively assess the event being reconsidered. A formal written response and assessment will be forthcoming from the Library Director.

In addition to the Request for Reconsideration form, the following documents will be provided should there be a challenge.

ALA Library Bill of Rights  
ALA Freedom to Read Statement  
ALA Freedom to View Statement

*Approved by the Ventress Memorial Library Board of Trustees, August 21, 2024*