Library Programming Policy

Purpose

The Kling Memorial Library supports its mission of welcoming a diversity of people where individuals of all ages can connect to their community, broaden their social circles, and build bridges between generations by developing and presenting programs that promote the use of library materials, facilities, and services. Through our programs, we strive to offer the community educational, recreational, and cultural experiences. Programs may be held either on site or at other locations designated by the library and may be held during regular operating hours or after the library has closed for business.

Policy

Library programming is an integral component of Library service that:

- Expands the library's role as a valued community resource
- Introduces patrons and non-users to the library and library resources
- Provides entertainment
- Supports lifelong learning and discovery
- Raises the profile and visibility of the library

Program responsibility at the library rests with the Library Director, who administers under the authority of the Library Board of Trustees. The Library Director delegates the authority for program planning and management to subsequent departments such as the Youth Services Librarian and Library Services Coordinator.

Program planning utilizes library staff expertise, collections, services and facilities in developing and delivering programming. Library staff consider the following criteria when making decisions about program topics, speakers, and accompanying resources:

- Community needs and interests
- Relevance to community interests and issues

- Historical or educational significance
- Connection to other community programs, exhibitions, or events
- Relation to library collections, resources, exhibits, and programs
- Availability or location of program space
- Treatment of content for intended audience
- Presentation quality and requirements
- Presenter's background/qualifications in content area
- Budget
- Staff time and resources

In addition, the library draws upon other community resources in developing programs and actively partners with other community agencies, organizations, educational and cultural institutions or individuals to develop and present co-sponsored programs. Professional performers and presenters that reflect specialized or unique expertise or talent may be hired for Library programs; performers and presenters will not be excluded from consideration because of their origins, background, views, or because of possible controversy. Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by the participants. External organizations or individuals partnering with the Library on programs must coordinate publicity efforts with the appropriate library staff.

Library staff who present programs do so as part of their regular employment with the Library and are not hired as outside contractors. No library programs, whether presented by library staff or outside performers and presenters shall be used for commercial or religious purposes, or active solicitation of business. The sale of products at a Library program is prohibited, except for *writers, performers, and artists may sell their own works in conjunction with a library program in which they are featured provided they do not directly involve library staff in the selling of merchandise*.

While Library sponsored programs are generally free and open to the public, the Library may deem it necessary to limit attendance due to space constraints or the nature of the program; the Library may charge nominal fees for supplies and/or services. Registration and/or permission forms may be required for planning purposes or when space is limited. When limits must be established, attendance will be determined on a first come, first served basis, either with advanced registration or at the door. In some cases, such as with children and teen programs, the nature and success of a program may require limited attendance based on age.

The Library welcomes expressions of opinion from patrons concerning programming. Patrons should first address their concerns with the Library staff member in charge of the program. Patrons who wish to continue their request for review may submit a *Request for Program Reconsideration* form and speak with the Library Director. Requests for review of Library programs will be considered in the same manner as requests for reconsideration of Library materials as outlined in the Library's Collection Development Policy.

Adopted: November 15, 2021
Reviewed & Adopted: October 15, 2026

Request for Program Reconsideration

Kling Memorial Library

708 7th Street

Grundy Center, IA 50638

Name or Organization:_____

Address: _____

City: _____ State/Zip: _____

Phone: _____ Email: _____

1. Library program on which you are commenting:

Title: _____

Staff/Presenter: _____

Date & Time of Program _____

2. Did you personally attend the program? If not, what brought this program to your attention?_____

3. Did you attend the program in its entirety? If not, what part

_____

4. Please comment on the program as a whole as well as being specific on those matters that concern you.

_____

_____

_____

5. Are there resources or programs you suggest to provide additional information or other viewpoints on the issue?

_____

6. What action are you requesting the library consider?

_____

Signature: _____Date:_____

Thank you for completing this form. Please present it to the library director.