

# Jaffrey Public Library Program Policy

## **Statement of Purpose**

The Jaffrey Public Library recognizes the need to provide quality programs for all ages in keeping with the mission, vision and goals of its strategic plan. This policy is established by the Library Board of Trustees to inform the public of the principles upon which the library makes decisions regarding the development and selection of library programs.

## **Statement of Policy**

Jaffrey Public Library programs are events that promote the use of library materials and services, and/or offer the community informational, educational, entertaining or cultural experiences. Programs are planned for the interest and enlightenment of the community. The Library strives to offer a variety of programs that reflect the interests of our growing and diverse population.

Library programs shall generally be voluntary, free, and open to the public. The Library's philosophy of open access to information extends to library programming. The Library will endeavor to include a broad spectrum of opinion and a variety of viewpoints in Library-initiated programs and exhibits.

The Library will endeavor to offer an equitable number of programs throughout the community, within the limitations set forth in the Selection and Development criteria (below). Regularly scheduled library staff who present programs do so as part of their regular job and are not hired as outside contractors for programming. At times the library may collaborate on programs not developed by the Library that are educational and promote the Library's mission.

The library does not discriminate on the basis of race, color, religion, sex, national origin, age, or any other characteristics protected by local, state, and federal law.

Ultimate responsibility for programming rests with the Library Director, who in turn, may delegate program management responsibility to other designated staff.

## **Selection and Development Criteria**

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.

- Relevance/appropriateness of program to library's mission
- Impact on the overall work plan, including but not limited to staff availability
- Community needs and interests
- Budget and cost of program
- Space and resources required for program

- Presenter background/qualifications in content area
- Treatment of content for intended audience

No Library programs, whether presented by Library staff or outside performers and presenters shall be used for commercial, religious, or partisan purposes or the solicitation of business. This includes programs offered for free but with the intention of soliciting future business.

Co-sponsorship is defined as the library working with another agency, presenter, or business to provide a program for the community, with mutually agreed upon parameters. Co-sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by participants. The Library and its employees will not be liable for the content of any program presented by a third party.

Timely and adequate public announcement shall be made of all programs. Organizations or individuals partnering with the library must coordinate marketing efforts with the Library Director or designated library staff. Press releases, public notifications, and marketing publicities must be approved by the Library Director before publication.

Registration may be required for planning purposes and when space is limited. When preregistration is required, it must be handled by the library unless other arrangements are made in advance. In some cases, the nature and success of a program may require limitations on attendance, to be determined by library staff.

### **Challenged Programs**

The Board of Trustees of the Jaffrey Public Library believes that censorship is a purely individual matter and declares that while anyone is free to choose not to attend a program of which one does not approve, one cannot exercise this right of censorship to restrict the freedom of others.

If a patron questions a library program, they should first address the concern with the Library Director. Patrons who wish to continue their request for review of Library programs must submit the Request for Reconsideration form. Requests for review of programs will be considered in the same manner as requests for reconsideration of library materials as outlined in the Library's Collection Development Policy. The request shall be reviewed by the Library Director and the program will be evaluated based on the complaint. The Library Director will then issue a written decision to the challenger within 30 days. This decision may be appealed to the Library Board of Trustees. The challenger's appeal will be placed on the agenda of the next regular meeting of the Jaffrey Public Library Trustees. Decisions of the Library Board are final and are made within 60 days of receipt of the appeal. No programs will be canceled during the reconsideration process.

## **Appendix.**

### **Library Bill of Rights**

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

## **Request for Reconsideration of a Library Program**

The Jaffrey Public Library selection criteria are described in detail in the Program Policy. This form will be reviewed by the Library Director, and you will be contacted with a response. Please note: your comments are public records. However, your name, address, and phone number will be kept confidential from the general public to the greatest extent allowed by law, including the USA Patriot Act.

**Patrons who would like the Library to reconsider a library program are required to complete this form.**

Date \_\_\_\_\_

Name \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

I represent

☐ Myself

☐ Organization: \_\_\_\_\_

### **Program for Consideration**

Title \_\_\_\_\_

Presenter \_\_\_\_\_

Scheduled date(s) \_\_\_\_\_

Intended audience \_\_\_\_\_

Have you attended this library program in its entirety? Yes ☐ No ☐

Have you read the Jaffrey Public Library Program Policy? Yes ☐ No ☐

Please describe your concerns regarding this program (please be specific). Use the back of the page if necessary: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(date)