Program Policy

Created 10/13/2015
Revised 8/22/2017

The Library supports its mission of empowering our patrons by developing and presenting programs that provide additional opportunities to explore, learn, and enjoy. Programming is an integral component of library service that actively works to engage our community while expanding the visibility of the Library and displays the Library's role as a community resource. Programming is provided to appeal to all citizens, but individual programs may be designed for a specific audience based on age or other demographics. Programs targeting a specific group will be promoted as such.

While some programming will be generated internally by Library staff using library resources the Library will also incorporate cooperative programming with other individuals, agencies, organizations, and educational institutions, capitalizing on existing knowledge and expertise. When grant-sponsored programs are held, dictates and rules of the grant will be followed. Professional performers and presenters that reflect specialized or unique expertise may be hired for Library programs; performers and presenters will not be excluded from consideration because of their origin, background, or views, or because of possible controversy. The Library reserves the right to decline program offers. Library staff who present programs do so as part of their regular job and are not hired as outside contractors for programming.

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

- Community needs and interests
- Availability of program space
- Treatment of content for intended audience
- Presentation quality
- Presenter background/qualifications in content area
- Budget
- 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

All Library programs are open to the public. Some programs are age-appropriate (attendees should be within the appropriate age group) or may require an accompanying adult. The Library reserves the right to set age limits or recommendations for programs. A fee may be charged for certain types of Library programs. The Library's philosophy of open access to information and ideas extends to Library programming, and the Library does not knowingly discriminate through its programming. 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.

Registration may be required for planning purposes or when space is limited. Programs may be held on site at any Library agency, or off site. Any sales of products at Library programs must be approved by the Library. The performer/presenter or his/her associate must handle the sale of these items. Library staff will not retain or handle for-sale items for purchase in the library before or after the program has been held. Programs are not used for commercial, religious, or partisan purposes or the solicitation of business.

Library programs or classes may be canceled for several reasons including cases of severe weather, presenter conflict, or low registration numbers.

The Library occasionally uses video or photographs taken of program participants and presenters for internal use, publication, use in library promotional outlets, and evaluation purposes. The Library will provide participants and presenters with a Photo Opt-In release form to satisfy the requirements of KRS 391.170, which covers commercial rights to use of names and likenesses of public figures.

The Library shall make programs accessible to people with disabilities as much as possible. Sign interpretation will be available if notice of the need for such interpretation is received three weeks in advance of the program date. Notify the Program/Outreach Supervisor of any requested accommodation.

Evaluation is an important tool for future program planning and may be done for selected programs. Evaluation may be based upon a number of factors including but not limited to:

- Audience/presenter feedback
- Written evaluation forms
- Attendance figures
- Staff input