Collingwood Public Library

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Policy Type: **Operational**	Policy Number: **OP - 06**
Policy Title: **Programming Policy**	Policy Approval Date: **June 2021**
	Policy Review Date: **June 2025**

Programming supports the Library's mission to embrace information, learning and knowledge, and to enrich the imagination along with social and cultural experiences. Programming invites public discussion, encourages curiosity and creativity, and promotes literacy, reading, and the Library's services and resources. This policy defines the provision of programmes at the Library.

1. Programmes are defined as any group activity offered to the public that staff coordinates, plans and/or presents, and includes recreational, education or cultural activities and events.

2. The Library upholds the principles of intellectual freedom and may offer controversial programmes in order to ensure public access to all sides of an issue. Library sponsorship of a programme does not constitute an endorsement of the content of the programme or the views expressed by presenters or participants. Neither the Library Board nor Library staff takes a position on the views, ideas or opinions of programme content.

3. Programme content and activities are carefully designed and tailored to appropriate developmental stages, attention spans, and manual dexterity. Library staff can set age limits to programmes based on these criteria.

4. The Library will endeavour to execute programmes of high quality by:

   a) offering programmes for children, young adults, adults, seniors, and families;
   b) making available a wide spectrum of opinions and viewpoints;
   c) designing and running programmes to meet the needs and interests of the community;
   d) using programmes to promote interest in, and the joy of, reading;
   e) making programmes available, free of charge, except for fundraising events to benefit the Library;
   f) limiting programme attendance based on safe use of space, or when success of a programme requires it;
   g) making programmes open to all, based on a first come, first served basis, either with advanced registration or at the door for in-person events;
   h) regularly evaluating the planning and delivery of Library programmes;
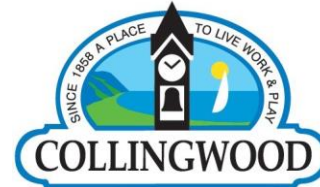
    i)   making available a process for user feedback and expressions of opinions/concerns about programmes.

    j)   offering programmes in a variety of formats whenever possible, such as in-person or virtual remote access.

5.   The Library may:

    a)   participate in cooperative programmes with other agencies, organizations, institutions or individuals;

    b)   sponsor programmes in the Library facility or outside of the Library;

    c)   promote programmes through brochures, news releases, and the Library's website, social media, outreach efforts and other local media;

    d)   allow presenters to display products or books for purchase;

    e)   offer programmes on a cost recovery basis;

    f)   allow experts to run programmes, such as authors, performers or volunteers with specific expertise.

6.   Library programmes benefit the community by:

    a)   serving as a forum for idea sharing, information gathering and education;

    b)   promoting cultural awareness;

    c)   developing information literacy;

    d)   offering training and assistance with new technologies;

    e)   fostering a love of reading and learning;

    f)   proving early literacy experiences to young children;

    g)   providing a safe, welcoming environment for meeting with others and reducing isolation;

    h)   community awareness, development, and inclusion;

    i)   supporting marginalized and barriered community members.

7.   Upon completion, programmes will be evaluated on participant satisfaction, attendance and cost effectiveness. Programme evaluations and statistics may be kept on file as a resource for planning future programmes and events.

Related Documents

1.   Collingwood Public Library **OP 10 – Children's and Teens' Services**