



## Programming Policy

*Adopted by EPL Board of Trustees 12/8/2021*

*Revised by EPL Board Trustees 9/13/2023*

Programming at Eckhart Public Library provides users with opportunities for learning, conversation, and entertainment. This Programming Policy is a living document that will be reviewed annually to stay consistent with the evolving needs of a diverse community.

Goals of programming include, but are not limited to,

- Providing literacy experiences for all ages
- Fostering the love of reading and learning
- Providing intellectual and cultural enrichment
- Responding to current events and interests
- Teaching information literacy
- Introducing evolving technologies
- Offering a forum for the exchange of ideas
- Providing entertainment

Ultimate responsibility for programming lies with the Executive Director, who may delegate these responsibilities to professional staff. This policy does not apply to special events such as donor recognition, fundraising, or media conferences.

A distinction must be made between programs initiated or co-planned by the Library and programs initiated by outside groups. Unsolicited offers from individuals or organizations to present programs will be evaluated by the Executive Director or designee. Programs offered by outside organizations on library premises must be consistent with the mission of the Library, the [Meeting Room Use Policy](#), and the Program Planning Guidelines.

### Program Planning Guidelines

Programs must meet and further the mission of the Library. Criteria include:

- Community need or interest
- Educational, historical, and topical significance
- Quality of presenters
- Connection to library services and collections
- Local and regional talent
- Budget
- Space
- Presenter background/qualifications in content area

Programs are open to the public and will be free or offered at minimal cost.

Programs may have attendance limits or registration requirements if the structure of the program necessitates it.

Some programs may be developed for a particular audience, and attendees should be within the appropriate age group such as children, teens, adults, or may require an accompanying adult. Age-restricted programs will be advertised as such. Programs may take place on the Library campus or off-site.

Programs may include foods, materials, and animals. Those with allergies should inquire at the Library before attending.

Programs that encourage creativity, such as art, cooking, and science programs, may involve materials and equipment that can get messy.

Information may be collected at programs for evaluation purposes.

Photos or video may be taken during programs for use on the library's social media, website, or publications. The library will not identify members of the public in social media posts without verbal or written consent. The library is not responsible for members of the public being identified by third parties either in comments or by tagging.

### **Inclusion**

The Library strives to include a variety of programming options representing diversity of genres, formats, ideas, and expressions with a multitude of viewpoints and cultural perspectives that reflect the diversity in the community. The Library does not discriminate through its programming. Library sponsorship of a program does not constitute an endorsement of the content of the program or views expressed by presenters or participants. Program topics, resources, and speakers are not excluded from programs because of possible controversy.

The Library recognizes that the ideas expressed in a program may be controversial and that any given program may offend some. Only individuals can determine what is most appropriate for their needs and can define what programs are consistent with their value systems. Individuals can apply those values only for themselves. Parents and legal guardians are solely responsible for the use of the Library and attendance at Library programs by their children.

The Library follows standards and requirements of ADA and state and local disability guidelines. Reasonable accommodations will be made to ensure that patrons are able to participate in programming regardless of disabilities.

*See also ADA Notice/Grievance Procedure*

*Intellectual Freedom Policy*