

Hawley Public Library

Library Sponsored Programming Policy

DEFINITION:

A Library sponsored program is a planned public activity for five or more people that is presented by library staff, authorized volunteers, or contractors. Examples include, but are not limited to, story time, lecture, workshop, discussion group, performance, book talk, demonstration, class, and panel discussion. Programs are offered for adults, young adults, and children.

SELECTION:

Library sponsored programs are selected by library staff and must adhere to the Hawley Public Library's mission. (See our Collection Development Policy.) 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. The library does not offer programming that is purely commercial, religious, or partisan political in nature. Individuals or entities who wish to conduct a program at the library or request that the library offer a program must provide the Library Director with comprehensive program details, in writing, for review. If upon review a program does not adhere to the Hawley Public Library's mission, the individuals or entities who wish to conduct the program will be offered the opportunity to use the Library's Community Room to conduct their offering as a non-library sponsored program if occupancy criteria are met and the space is available on the date chosen by the individuals or entities. (See the Hawley Public Library Community Room Usage Policy). If a party wishes to challenge the Library's decision regarding a program selection, the party must follow the Hawley Public Library's Resource Challenge procedure.

FEES:

All Library sponsored programs are free. A materials fee may be charged if additional materials are required.

ACCESS AND PROMOTIONS:

All Library sponsored programs are open to the public though, at the library's sole discretion, registration may be required for planning purposes or when space is limited. If registration is required, the library will manage the registration process. Some programs may be designed with specific audiences in mind. Programs targeted toward a specific audience will be publicized as such. The library will be responsible for promoting the program.

Adopted by the Hawley Library Board of Directors, August 10th, 2023.