

Program Policy

Purpose

The Killingworth Library Association, in keeping with its mission of championing lifelong learning and stimulating curiosity and creativity, develops and presents programs that provide information, education, and entertainment. Programming is an integral component of library services that promotes and complements the library's other services and collections. It supports the library's role as the center of the community. Programs are provided for the interest, information and enlightenment of all residents and aim to represent a wide range of varied diverging viewpoints and will provide access to content that is relevant to the research, independent interests and educational needs of residents. The library recognizes the importance of displays and programs as resources for voluntary inquiry and the dissemination of information and ideas and to promote free expression and free access to ideas by residents. This policy provides guidelines for the development, management, and oversight of programs presented by the library.

Key Definitions

A library program is a free event, virtual or in-person, planned by the library staff for the benefit of those members of the public who opt to attend. It may involve outside facilitators, presenters, or performers and may be presented in cooperation with other entities. Use of a public meeting room by an organization or individual to hold a public event is *not* a library program.

Roles and Responsibilities

The Board of Directors delegates development, presentation, and oversight of programs to the Library Director and staff.

Designated library staff are responsible for the development, coordination, and supervision of library programs. The final responsibility for any programs is held by the Library Director, but day-to-day responsibility is shared by library employees who are professionally trained to curate and develop programs.

Designated library staff are responsible for the publicity of library programs. Publicity includes posts on social media, information shared with press and local organizations, physical flyers in the library, and listings on the library's virtual calendar. The library is not responsible for the publicity of events held on library property by other organizations or individuals.

Attendees are responsible for complying with the library's Behavior Policy.

Program Selection

The library strives to present programs that are educational, informational, cultural or recreational and avoids programs that do not meet these standards. Topics, content and timing of library programs are developed with consideration of available resources and keeping community needs and interests in mind. Program selection is based upon the suitability of topic, format and intended audience. A program will not be excluded because its topic may be regarded by some as controversial. Library sponsorship of a program does not constitute or imply an endorsement of the content or of the presenter of the program. The library provides programs created or curated by librarians or staff members of the public library as well as allowing displays and programs created by members of the public or community groups and exhibited in the public library.

- Library programs must have an educational, informational, cultural or recreational value to the community. Programs of a purely commercial nature or those designed for the solicitation of business will not be offered by the library.
- Programs that support or oppose any political candidate or ballot measure will not be approved or offered by the library. However, educational programs, such as candidate forums that include invitations to all recognized candidates, may be offered.
- Programs that support or oppose a specific religion will not be approved or offered. Programs are planned to be inclusive of all cultures and of all religions and no religion. Library programs may address religious themes to educate or inform, but not to promote, observe or proselytize a particular religious conviction. Holiday programs may be offered for the entertainment of library patrons.

Program Development, Coordination, and Supervision

Library programs may originate from library staff, partnering institutions, or members of the public. In the event of a co-sponsored program, supervision of the program may be delegated to the co-sponsoring organization depending on the timing and venue of the program. All programs sponsored or co-sponsored by the library, however, must abide by this policy regardless of where they are hosted.

Program Access

Library programs are free and open to the public on a first-come first-serve basis, with priority given to registered patrons. Registration can be completed in advance online or at our circulation desk. For programs targeted to a certain audience, e.g. children or teens, and promoted as such, preferential admission may be offered to those groups on a first-come first-serve basis, limited to those individuals as the library deems appropriate.

Virtual Programs

Some library programs may be offered using a virtual meeting platform that registered patrons may use to access the program from their own internet-enabled devices. Patrons attending virtual programs are expected to adhere to the library's Behavior Policy, and failure to do so may result in their immediate removal from said program. The library will make all reasonable efforts to ensure the digital security of virtual events, but attendees must understand that all online activity carries some degree of risk.

Patrons are required to provide their own equipment and internet connection to attend virtual programs. The library will make a good faith effort to utilize platforms that will be compatible with the widest array of hardware and software, but makes no guarantee that every patron will be capable of accessing every virtual library program successfully. Nor can the library guarantee the quality of audio, video, or internet connection of program presenters or attendees.

Program Materials

Books or other ancillary materials related to the content of a program may be offered for sale at a library program as a convenience to attendees.

Program Evaluation

To provide the highest quality and most useful programming, library staff will gather information about program results – such as number of attendees – to guide future programming decisions. Outcomes such as how well the content of a program helped attendees learn about the program's topic will be gathered at times when such data is required, such as for grant reporting, or when it would be otherwise helpful for evaluation.

Procedures for Questioning of Library Programs by Patrons

The library limits consideration of requests to reconsider material, displays, or programs to residents of Killingworth. Please see our Material Review and Reconsideration Policy for more information. All library materials are evaluated and made accessible in accordance with the protections against discrimination set forth in section 46a-64 of the general statutes.