

Ames Public Library Policy**Section: Library Resources****Subject: Programs****Board of Trustees****Approved: 6/04****Reviewed: 10/05, 10/06, 09/08****Revised: 10/05, 10/06, 09/08****Policy**

The Ames Public Library offers programs to further the Library's mission: Ames Public Library – We connect you to the world of ideas.

Definition

A Library program is a planned public activity that takes place at the Library, at the Bookmobile, or other locations in the community. Library programs include, but are not limited to, storytimes, lectures, workshops, discussion groups, performances, readings, booktalks, film showings, puppet shows, interactive presentations, demonstrations, tours, training sessions, tutorials, and panel discussions.

Programs are presented for adults, teens, children, and families or combinations thereof. The purpose of library programming is to:

- Encourage and promote the use of library resources
- Assist customers in the use of library resources
- Present information on issues of current or local interest
- Facilitate the sharing of the community's "people resources"—their hobbies, skills, collections, knowledge and expertise
- Provide early literacy experiences and education
- Serve as a forum for idea sharing, education, and entertainment
- Promote cultural awareness
- Foster a lifelong love of reading and learning

Responsibility for Programming

Library-initiated or co-sponsored programs are resources that provide information, education, and recreation to our community. Such programs utilize library staff, materials, community resources, and organizations.

The Library co-sponsors programs with other community organizations, individuals or agencies.

When a community group or individual approaches the Library with a programming idea or request, the Library staff examines the request to determine if:

- the program supports the Library's mission and strategic plan
- the resources needed to accomplish the program are available
- the program satisfies the definition of a library program

Co-sponsors are expected to actively participate in the development, presentation, and evaluation of programs. The Library's role in such cases may include, but is not limited

to, Library staff time in planning the program and furnishing space and equipment, promotion, and preparation of related book lists or displays.

Content

The Library's goal in programming is to connect members of our community with a wide variety of ideas and perspectives. The Library will endeavor to initiate and co-sponsor programs that present a broad spectrum of opinion and a variety of viewpoints. The Library is not obligated to present a program which represents multiple and/or opposing viewpoints within one program or series. The Library is obligated to offer the opportunity for other viewpoints to be represented.

The Library encourages and welcomes program proposals from individuals and community groups. Program content is determined by co-sponsoring organizations.

"Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by the participants, any more than the purchase of materials for the library collection constitutes an endorsement of the contents of the material or the views of its creator. Library staff selects topics, speakers and resource materials for library-initiated programs based on the interests and information needs of the community. Topics, speakers and resource materials are not excluded from library-initiated programs because of possible controversy."¹

Charges and Fees

No admission fees will be charged at Library programs. Sales and donations are allowed only under the following conditions:

- Fund-raising to benefit the Library by the Ames Public Library, the Friends of Ames Public Library, or the Ames Public Library Foundation.
- Fund-raising for program cost-recovery purposes by co-sponsors of Library programs.
- The sale of items by authors and artists as part of a Library program.

The Library may initiate or co-sponsor off-site programs that require a fee for attendance for program cost-recovery purposes.

Library programs must be non-commercial in nature. Although a businessperson or other professional expert may present a program, the information should always be generic in nature. No solicitation of business is permitted.

Exceptions to the above may be made at the discretion of the Library Director.

¹ "Library-Initiated Programs as a Resource: An Interpretation of the Library Bill of Rights" (American Library Association). The full text of this document is included in Ames Public Library Guidance Documents section of this Policy Manual.

Attendance

Every attempt will be made to accommodate all who wish to attend a program. However, when safety or the nature of a program requires it, attendance may be limited. When limits must be enforced, attendance will be determined on a first-come, first-served basis or by pre-registration. All of the Library's public meeting rooms have a posted capacity as determined by the Ames Fire Department.

Programs designed for a general audience have no age restrictions. In the case of film programs the Motion Picture Association of America ratings may be provided for information only. Programs designed for specific audiences may require limiting attendance based on age.

Evaluation

Programs will be evaluated regularly based on data collected from the audience, co-sponsor, and staff.

Expressions of Concern:

1. Ames Public Library staff will listen to the concern and direct customers to the appropriate library supervisor for the material in question (e.g. the Library Information Services Coordinator, Youth Services Specialist, or Outreach Coordinator).
2. The library supervisor will discuss the concern with the individual or group. After discussion with the library supervisor, a customer who requests further action will complete a "Statement of Concern about Library Resources" form, which will be submitted to the Director.
3. The Director will contact the customer and schedule an appointment to discuss the completed "Statement of Concern about Library Resources" form.
4. After discussion with the Ames Public Library Director, an individual or group still seeking further action will have their "Statement of Concern about Library Resources" form considered by the Ames Public Library Board of Trustees at a regular meeting.
5. At the meeting, the individual or group may present their comments following the procedures outlined in the Ames Public Library "Public Participation" policy.
6. The Ames Public Library Director will present a response.
7. The Ames Public Library Board of Trustees will make a final ruling on the concern and send a written response to the individual or group.