

2.11 Library Programming Policy

Programming Objective

The Richland Community Library strives to serve as a community hub by connecting our patrons to all forms of literacy, lifelong learning, and growth. An integral part of achieving our mission is by offering programming for all ages and demographics within our community. Programming offers the library opportunities to highlight our collection, promote our services, and provide access to diverse perspectives and voices. The library strives to present a variety of programs for both educational and entertainment purposes.

Programming Guidelines

Programs are planned and presented by Richland Community Library staff. When selecting and developing a program, the following guidelines are considered:

- The subject of the program aligns with the library's Vision and Mission Statements.
- The appropriate budget and staffing are available in both the preparation and presentation of the program.
- The space or physical parameters are conducive to the library's facility.
- The program will be offered at no cost to its attendees.
- The program is open to residents and non-residents alike, with the possibility of a pre-event registration requirement.
- There is confidence on the part of the library and its board that attendance and engagement with the program will be worth the time and preparation needed.

Program Registration

Pre-event registration may be needed for certain programs. Pre-event registration may be put into place based on the following criteria:

- There is a limited amount of space within the facility.
- There is a limited amount of supplies available.
- Communication is needed leading up to or after the event with the attendees.
- In the case of programs for minors, parental/guardian contact information is needed.

Programming Partnerships

When a program's topic/subject matter requires too much preparation or is outside the scope of staff knowledge/ability, a guest presenter may be brought in (see 2.61 Guest Presenter Policy). When partnering with an outside entity for a program/event, the following guidelines are considered:

- The programming partnerships are compatible with the library's Vision and Mission Statements.
- There is no solicitation or overt promotion for business purposes.

- If a guest presenter wishes to sell their book/CD/artwork, arrangements must be made with the library in advance.

Library programming partnerships are not the same as events/meetings/groups that utilize the library's public space (see 2.60 Meeting Space Use Policy)

Programming Outside of the Library

If the library facilities prove to be inadequate for a particular program, the library may opt to host that program at a different location within the community. When making the decision to host a library program at another location, the following guidelines are considered:

- The library cannot accommodate the anticipated number of attendees.
- A location outside the library has been arranged prior to the program to accommodate a partnership for said program.

If a library program is scheduled to take place outside of the library, the location will be noted on all forms of marketing within the scope and control of the library.

Program Cancellation/Rescheduling/Location Change

If a program is canceled or rescheduled, all registrants will be notified via the email or phone number used to register. For open programs with no pre-registration, the change will be noted via the library's website, social media accounts, and any internal marketing signage.

If a program's location is changed to an alternative location, a sign may be posted near both entrances of the library noting the change. Staff may also be on-hand to verbally notify arriving attendees of the change.

Programming Feedback

Feedback can be very helpful in assessing and refining a library program. Feedback surveys/forms may be handed out at certain programs or emailed to program attendees after the fact. While the completion of these surveys are appreciated, they are entirely optional.

Suggestions for library programs are always welcome. Ideas should be communicated to the staff member(s) in charge of programming or to the library's director. The guidelines and criteria listed above will be used in consideration of any suggested program.