

Fort Dodge Public Library

Programming Policy

Policy

Fort Dodge Public Library offers programs to patrons of all ages to connect them to the world of ideas and increase awareness of library resources.

Purpose

The purpose of Library programming is to:

- Encourage use of the library and its resources
- Promote early literacy, acquisition of skills, and a life-long love of reading and learning
- Present information on issues of current or local interest
- Provide opportunities that allow the library to engage with residents
- Give residents opportunities for engagement, community involvement, and collaboration
- Facilitate the sharing of local talent, knowledge, and expertise

General Policies

Programs may be developed and presented by library staff, independent contractors, or may be co-sponsored/presented in partnership with other community organizations. Co-sponsored programs must include participation by library staff to plan program content, provide logistical support, or include information about library collections relevant to the program. Co-sponsorship and collaboration decisions are made on the basis of mutual needs and equitable benefits between the Library and potential partners, as well as available library resources, including staff.

Programs may take place at the library, at other locations in the community, or online.

The Library will not knowingly duplicate programs offered by other agencies or groups within the community unless they support the library's strategic plan, there is sufficient local interest, or library resources are available to support duplication.

Persons attending library sponsored or co-sponsored programs are expected to adhere to all library's policies including its Patron Conduct and Unattended Child policies.

Types of Library Programs

Types of programs the library may provide include, but are not limited to:

- Storytimes/storytelling
- Book discussions
- Family literacy programs
- Summer reading programs for patrons of all ages
- Author visits/readings
- Artistic and music performances
- Demonstrations and workshops
- Instructional classes/training sessions
- Lectures and presentations
- Exhibits and associated programs
- Library tours and orientations
- Open houses
- Enrichment activities

Responsibility for Programming

The Fort Dodge Public Library Board of Trustees delegates the development, presentation, and evaluation of programs to the Library Director and those members of the staff designated by the director as responsible for such duties.

Programming Partnerships

The Library encourages and welcomes program proposals from individuals and community groups. When a community group, agency, or individual approaches the library with a programming request, the library will consider the partnership based on the following criteria:

- The program fulfills the purpose of a library program, as defined above
- The program supports the library's mission and strategic priorities
- The resources needed to accomplish the program are available and appropriate

Content

The Library's goal in programming is to connect members of our community with a wide variety of ideas and perspectives. Program content is determined by the presenters.

The Library upholds the principles of intellectual freedom and will not proscribe or cancel a program simply because an individual or group may find the content objectionable.

The Library is not obligated to represent multiple and/or opposing viewpoints within any one program or series of programs. The Library welcomes the opportunity for other viewpoints to be represented in a separate program or series of programs.

Presentation of a program does not constitute the library's endorsement of the content or views expressed by the presenter or participants.

Charges, Sales and Fundraising

Most Library programs will be offered free of charge. However, some programs or classes may require a nominal materials fee. Library programs must be non-commercial in nature. Although a business person or other professional expert may present a program, the information presented may not promote his/her specific business interest(s). No solicitation of future business, including but not limited to the development of prospect and mailing lists, is permitted.

Fundraising and sales are permitted with prior approval in the following circumstances:

- Fundraising to benefit the library by the Friends of the Library, the Library Foundation or the Library itself, and
- The sale of items created by authors and/or artists responsible for the content of a Library program.

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

Attendance

All programs must be open to the public. Every attempt will be made to accommodate all who wish to attend a program. Programs designed for a general audience have no age restrictions.

Attendance may be limited if the number of participants reaches the room capacity established by the Fort Dodge Fire Department.

When safety or the nature of a program requires it, attendance will be determined on a first-come, first-served basis or by pre-registration.

Programs designed for specific audiences may have attendance restrictions or requirements based on age.

Liability

The Library does not assume responsibility for damages, personal injury, illness or theft arriving from participation in any program, or in any facility, or at any location where a program is held.

The library does not assume responsibility for the supervision of minors attending programs. Parents and/or caregivers are required to attend programs for children less than three (3) years of age.

Programs for Children

Library programs for children are a priority and focus on stimulating development of the intellectual and social abilities of young children. Children's programming emphasizes reading, language, creativity, and the encouragement of effective social skills. Programming may also emphasize STEAM (science, technology, engineering, arts, and math) activities. The Library also strives to provide cultural programs children and their caregivers may not otherwise have an opportunity to attend. Programming is offered on a frequent and regular basis.

Programs for Teens and Adults

Library programs for teens focus on literature, language, reading, technology, current interests, and creativity. Library programs for adults focus on promoting reading and life-long learning; informing the community about Library collections and services; improving information literacy; and covering issues of local interest.

Adopted 03/26/2018