



## **PUBLIC PROGRAMS POLICY**

*The Board of Trustees of the Kenosha Public Library adopts and makes public the following written policies.*

The Kenosha Public Library supports its mission of connecting people with the world of ideas and information by developing and presenting programs that provide additional opportunities for information, learning, and entertainment. Programming is an integral component of library service that:

- Expands the library's role as a community resource
- Introduces patrons and non-users to library resources
- Provides entertainment
- Provides opportunities for lifelong learning
- Expands the visibility of the library

Ultimate responsibility for programming at the Library rests with the Library Director, who administers under the authority of the Board of Trustees. The Director, in turn, delegates the authority for program management to the Head of Outreach, Programs & Education and the Head of Youth and Family Services, who deliver library services through designated staff.

The Library utilizes staff expertise, collections, services and facilities in developing and delivering programming. The Library's staff use the following criteria in making decisions about program topics, speakers, and accompanying resources:

- Community needs and interests
- Availability of program space
- Treatment of content for intended audience
- Presentation quality
- Presenter background/qualifications in content area
- Budget
- Relevance to community interests and issues
- Historical or educational significance
- Connection to other community programs, exhibitions or events
- Relation to library collections, resources, exhibits and programs

In addition, the Library draws upon other community resources in developing programs and actively partners with other community agencies, organizations, educational and cultural institutions, or individuals to develop and present co-sponsored public

programs. Professional performers and presenters that reflect specialized or unique expertise may be hired for library programs; performers and presenters will not be excluded from consideration because of their origin, background, or views, or because of possible controversy. Library staff who present programs do so as part of their regular job and are not hired as outside contractors for programming.

All library programs are open to the public. A fee may be charged for certain types of library programs. 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. Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by participants; and program topics, speakers and resources are not excluded from programs because of possible controversy.

Registration may be required for planning purposes or when space is limited. Programs may be held on site at any Library building, or off site. Any sales of products at library programs must be approved by the Library Director. Programs are not used for commercial, religious, or partisan purposes or the solicitation of business.

External organizations or individuals partnering with the Library on programs must coordinate marketing efforts with Library Administration.

The Library welcomes expressions of opinion from patrons concerning programming. If a patron questions a library program, he/she should first address the concern with a library staff member. Patrons who wish to continue their request for review of library programs may submit the Request for Reconsideration form. Requests for review of programs will be considered in the same manner as requests for reconsideration of library materials as outlined in the Library's Collection Development Policy.