



PATRON PROGRAM POLICY

*Approved by Board of Directors — 26-Jan-2010
Revised and approved by Board of Directors — 20-Mar-2018
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SELECTION OF PROGRAMS

Vista Grande Public Library offers a wide variety of programming for patrons of all ages, with priority given to programs that support the VGPL mission: Fostering lifelong learning in a supportive community environment.

Vista Grande Public Library reserves the right not to authorize any program that fails to meet its guidelines or cannot be scheduled in a timely fashion.

In developing and delivering programs, the library uses staff expertise, collections, equipment and local resources. The following criteria are used in making decisions about program topics, speakers and accompanying resources:

- Community needs and interests
- Budget and cost of program
- Space required for program
- Presenter background/qualifications in content area
- Relevance/appropriateness of program to library's mission
- Staff time required

Groups or individuals interested in presenting a library program may submit a proposal to be reviewed according to the above criteria. The library's philosophy of open access to information and ideas extends to library programming.

VGPL 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. Program topics, speakers and resources are not excluded owing to possible controversy.

The Library will not proscribe or cancel a program solely because an individual or group may find the content objectionable.

Programs will strive not to duplicate other local offerings.

Recording of presentations for uploading is allowed

- a. All participants/presenters must agree to recording and distribution
- b. No fees may be charged by parties for viewing of recordings
 - i. It must be clearly noted that while program took place at VGPL, this is not an endorsement of content by same.
- c. If recording/uploading is for a library sponsored program¹ it will be uploaded to library website or other outlet after vetting for appropriate content, language and copyright etc.
- d. Recordings of other programs may be submitted for vetting by library staff if presenters wish to share with library community

The library does not conduct programming that is purely commercial or religious 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 or membership in other organizations is permitted, nor is a request for donations or fees by groups other than VGPL.

RESPONSIBILITY FOR PROGRAM ADMINISTRATION

Ultimate responsibility for patron programming at the Library rests with the Program Committee Chair, who administers under the authority of the Board of Directors. If the Library Director and Program Committee Chair are not the same individual, the Library Director is authorized to make decisions about programs. Decisions may be appealed to the Library Board.

The Program Committee Chair will ensure that timely public announcement is made for all library-sponsored programs.

The Library Director/Program Chair is responsible for maintaining a count of participants for each program.

In conjunction with the Program Committee and Library Director, the Board may cancel any program when it is deemed to be in the interest of the library to do so.

¹ Library-sponsored programs are those directly put on or recruited for presentation by VGPL. Non-sponsored programs are those wherein persons have asked to present or to use the Meeting Room.

ATTENDANCE AT LIBRARY PROGRAMS

All Library programs are open to the public. No fees are charged for Library-sponsored programs, but material replacement charges may be levied with advance notice.

If a program has the potential of including subject matter or language that may be considered inappropriate for children, a notification will be included in the publicity and introduction to the program.

Registration may be required for planning purposes or when space is limited. Admission to programs will be on a first come, first served basis to individuals, unless stated otherwise in the promotional materials. Overcrowding of the space will not be permitted.

The library reserves the right to set age limits for children's programs. Some programs, both adult and children, may require a minimum skill set for participation. Attendance at other programs shall not be restricted because of age, gender, race, background, disability or beliefs.

If a patron becomes disruptive, the patron will be asked to leave the facility. Parents/guardians will be asked to remove disruptive children from the program area.

EXPENSES FOR LIBRARY PROGRAMS

The Library does not provide payment or stipends for programs. With the prior approval of the Board, however, appropriate and reasonable expenses, such as travel costs, may be reimbursed.

COLLABORATIVE PROGRAMMING

The Library will co-sponsor programs with other agencies, organizations and businesses when they are compatible with the Library's program goals and priorities.

BOOK SALES/SIGNINGS

Any speaker who has arranged for book sales/signings as part of a Library program will provide his/her own copies. Speakers are asked to donate a copy of the book and/or make a financial contribution to the Library.

USE OF LIBRARY FACILITIES FOR PROGRAMS

All groups using the library for programs must follow established VGPL policies.

When a community group or individual requests a program, the Library Director and/or Program Committee Chair will examine the request to see if it fits in with the overall goals of the Library, as well as whether the staff, equipment and space needed to accomplish the program are available. In scheduling events, priority is given to library-initiated programming.