E-PROGRAM POLICY

Approved by Vista Grande Public Library Board of Directors -19-May-2020
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PURPOSE OF POLICY

As Vista Grande Public Library (VGPL) moves to better serve its public in anticipation of increased need for online materials, programs and presence, it is important to have clear guidelines regarding what may be posted on the library website (www.vglibrary.org), or other library-controlled platforms.

SELECTION CRITERIA

The Library Director/Library Assistant will have direct control over what is posted. Items which may be uploaded include:

- Library created programming
- Online classes that have in the past or continue to be currently offered free in the library, with permission of the course leader and prior vetting by above personnel
- Author talks or other instructional programs (e.g., bird watching, cactus talks) that would normally take place in the Meeting Room:
    - Permission from presenters and prior vetting required
    - Links may be provided to presenters with caveats that VGPL is not responsible for extra-website content
- No content may be posted without prior vetting or that fails to meet selection criteria (see program policy)
- A copy of the relevant content requirements will be provided to any parties who might be providing online content
- Outside parties will not have the ability to directly link or upload material

TECHNOLOGY

VGPL-owned equipment will be used for in-library programs. Other equipment may be used by program presenters. VGPL does not take responsibility for

incompatibility. It is the responsibility of the presenter to provide content that is technically compatible with the library's, just as it is the presenter's responsibility to provide content that meets library program criteria.

DESELECTING

Library will determine content.

RECONSIDERATION OF CONTENT

The Library Board will review written complaints concerning content as it deems necessary, and retention or deletion will be determined by the Board's standards of selection.

Form available upon request.