

Program Policy

Adopted September 15, 2020 by the South Georgia Regional Library Board of Trustees

To fulfill South Georgia Regional Library system's mission, help expand the visibility of the Library, and to provide opportunities for lifelong learning, programs are developed and presented as a Library resource for the community and Library users of all ages. A program is a planned interaction between the Library staff and the event participants for the purpose of promoting library materials, facilities, or services as well as offering the community an informational, educational, or recreational experience.

The Library shall determine the content of programs. The Library staff use the following criteria in making decisions about program topics, speakers, and accompanying resources:

- Community needs and interests
- Popular appeal
- Availability of event space
- Presentation quality
- Presenter background and qualifications in content area
- Treatment of content for intended audience
- 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
- Budget

Library programs may utilize Library staff, materials, and resources and the Library may choose to co-sponsor programs and displays or form partnerships with other agencies, organizations, or educational and cultural institutions or individuals to develop and present public events. Performers or presenters will not be excluded from consideration because of their origin, background, views, or because of potential controversy. Library staff who present programs do so as part of their employment and are not hired as outside contractors for programming.

Library program topics shall be viewpoint neutral, and more than one view will be presented whenever possible. The Library does not conduct programming that is purely commercial, political, or religious in nature. 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.

Programs may be held on site at any Library location, off site, or virtually on the Library's website or social media pages. All programs are open and free to the public. Most programs are designated for a particular audience and program attendance may be restricted to specific age groups. In accordance with the Library's *Unattended Minors Policy*, adult supervision may be required for children. Registration may be required for planning purposes or when space is limited. A library card is not required to attend a program, however attendees are encouraged to apply for a library card in order to take full advantage of Library resources.

The Library reserves the right to deny attendance to anyone becoming disruptive to audience members or the program facilitator or to anyone in violation of the Library's *Patron Behavior, Responsibility, and Conduct Policy*.

External organizations or individuals partnering with the Library on programs must coordinate marketing efforts with Library staff and obtain approval before distribution of promotional materials. Any sales of products at library programs must be approved by the Library and benefit the Library.

The Library reserves the right to use photographs, audio, and video of Library programs taken of program participants and attendees for internal use, publication, and use in Library promotional outlets, and for evaluation purposes.

Library staff has the discretion to change the format or cancel programs. Cancelled programs are not automatically rescheduled.