



## **Program Policy**

### **Introduction**

Programs are an extension of the services provided by the Oregon Public Library District and are offered for patrons of all ages. Ultimate responsibility for the planning and implementation of programs rests with the Library Director, who shares or delegates this duty to adult and youth services staff.

### **Program Content**

1. The library does not offer any programs that support or oppose any political candidate, ballot measure, or specific religious conviction. Programs whose purpose is to provide information about religious traditions as a part of multicultural education are permitted.
2. Library sponsorship of a program does not constitute an endorsement of the program or the views expressed by participants; nor is it responsible for the factual correctness of the content of a presentation. Program topics, speakers, and resources are not excluded from programs because of possible controversy.

### **Attendance**

1. All library programs are open to the public. Every attempt will be made to accommodate all who wish to attend a program.
2. If the safety or success of a program requires it, attendance may be limited and will be determined on a first come, first served basis.
3. For programs that require strict limitation of attendance, Oregon Public Library District residents may be given priority over non-residents.
4. Programs may require a limited attendance based on age, especially programs intended for children and teens that are geared to their interests and developmental needs.
5. Attendance at a program will not be limited because the content of the program may be controversial.

### **Community Collaboration**

1. Library sponsored programs may be held at the library or off-site.
2. The library will co-sponsor with other agencies, organizations, and businesses programs that are compatible with the library's goals.
3. Co-sponsorship and collaboration decisions are made on the basis of mutual needs and equitable benefits between the library and potential partners.
4. External organizations or individuals partnering with the library on programs must coordinate marketing efforts with the library.

### **Program Planning Criteria**

Staff will apply the following criteria when planning programs:

1. Relation to library mission, vision, and service goals

2. Community needs and interest
3. Availability of programming space
4. Presentation quality and treatment of content for intended audience
5. Presenter background and qualifications in content area
6. Budget and staffing considerations
7. Historical or educational significance
8. Representation of diverse cultural backgrounds, opinions, and viewpoints
9. Appeal to a range of ages, interests, and information needs
10. Connection to other community programs, exhibitions, or events

**Programming Resources**

1. The library draws upon and partners with other community agencies, organizations, educational and cultural institutions, or individuals to develop and present programs.
2. Professional performers and presenters with specialized expertise may be hired.
3. Performers and presenters will not be excluded from consideration based on any protected group status as defined by applicable federal, state, or local laws and regulations.
4. Library staff who present programs will do so as part of their regular job and are not hired as outside contractors for programming.

**Approved by the OPLD Board of Trustees: July 20<sup>th</sup>, 2023**