

This policy is to provide Belvedere Tiburon Library staff, volunteers, and other agencies in partnership with the Library with the necessary guidelines to assist them in developing Library programs. It also informs the public about the principles and criteria by which Library programs are developed, offered, and promoted.

Library administration, under the jurisdiction of the Belvedere-Tiburon Library Agency Board of Trustees, is responsible for overseeing all library-sponsored programs. For these purposes, a “program” is a planned interaction between the Library and the public to support the Library’s mission, highlight library materials and resources, promote services, and offer the community an informational, entertaining, or cultural experience. Programs are also a mechanism to forge community partnerships, attract new users, and raise the Library’s profile in the community. Library-sponsored programs are those programs that are directly planned and implemented by Library staff and designated volunteers. All library programs will be free and open to the general public, but some programs may have specific audiences in mind, e.g., children’s programs. Programs may be active, with participants gathering in one place or at one time for an event, or they may be passive, with participation encouraged individually. Programs may take place at the Library, a location in the community, a virtual environment, or a hybrid model.

The Library may partner or co-sponsor programs with other agencies, organizations, and businesses, provided the programs are compatible with the Library’s mission and goals. The Library will generate joint programming and invite partners to co-sponsor or collaborate. Co-sponsorships and collaboration decisions are based on mutual need and equitable benefit between the Library and potential partners. Co-sponsored programs must include involvement by library staff in developing program content, including library materials and resources, and utilizing logistical support such as meeting room space, audiovisual equipment, and the like. Unsolicited offers from individuals or organizations to present programs will be evaluated by the same standards used by staff. The Library reserves the right to decline sponsorship or resource requests.

Program Selection

Within the scope of the American Library Association’s “Library Bill of Rights,” the Library intends to provide programs to the community that educate, entertain and enlighten its residents without prejudice to the full and free expression of ideas. Selection of library programs topics, speakers, courses, classes, and resource materials should be made by library staff based on the interests and needs of library users and the community. Library programming should not exclude topics, books, speakers, media, and other resources because they might be controversial. Acceptance of a program topic by the Library does not constitute an endorsement by the Library of the group’s or individual’s policies or beliefs. Programs that advocate for any sect, political party, or promote misinformation are not permitted. Library Administration reserves the right to approve or deny any programs.

The following criteria will be considered when selecting programs:

- How the program meets the Library’s mission and goals

- Defined learning objectives and outcomes
- How the program addresses principles of equity, diversity, inclusion, and sustainability

Additional factors will be considered, including costs, demand, and duplication within the community. The following will not be allowed without permission from Library administration:

- Programs held for profit that charge an admission fee or sell products
- Commercial enterprises that market their services or send a marketing representative to participate in a program presentation
- Programs that may interfere with library operations, including typical business hours

Members of the public may suggest program topics and presentations using the Library's Program Request Form found on the Library's website and at the Information Desk. Formally submitting a program suggestion does not guarantee that the program will be included in the Library's programming schedule. Concerns regarding program selection should be directed to the Library Director. The Library Director will provide the Library Agency Board with program-related questions or concerns as necessary.

Program Implementation

The Library Agency Board, in conjunction with the Library Director, will establish a budget and goals for programming to facilitate the effective implementation of this service. Every Library-sponsored or co-sponsored program will have a staff member designated as the program lead. The program lead may collaborate or delegate some responsibilities for program coordination to other staff or volunteers. Volunteers who develop or present programs will do so under the direction of a staff lead. Any program costs must be approved by Library Administration before the program is implemented. Registration may be required for planning purposes or when space is limited.

Programs will be promoted and shared in a variety of ways. The Library may advertise the program in the local newspaper, in the library, online, and in other library publications, such as flyers, brochures, and newsletters. All program-related publicity materials to be distributed must be submitted and approved by the Library before the program; this includes mailings, emails, social media, brochures, flyers, etc. If not submitted and approved, the Library reserves the right to prohibit the distribution of the material. If a presenter wishes to self-advertise the program, all publicity must be approved by the staff lead in advance of distribution; this includes news releases, flyers, brochures, online distributions, etc. Programs will be listed on the Library's calendar.

Program Evaluation

All Library-sponsored or co-sponsored programs will be evaluated by Library staff through a variety of measures including, but not limited to, attendance, audience surveys or questionnaires, audience comments, presenter comments, and staff input. To determine which community needs and interests are best served through Library programs, the Library regularly evaluates community response to and suggestions for programming. It also periodically reviews community profiles and uses various mechanisms to obtain community input to assist in setting programming priorities and plans.

Limitations

The Library reserves the right to limit program attendance due to space constraints, health and safety issues, or unreasonable disruption to Library services and activities. In a case where attendance is limited, the Library will use a reasonable and non-discriminatory mechanism. Though Library programs may disrupt some Library services and activities, staff will endeavor to mitigate the disruption whenever possible. In addition, notification of upcoming programs will be

available in all Library facilities before the program is scheduled to occur. The Library reserves the right to set age limits or recommendations for programs. The Library reserves the right to cancel a program; rescheduling is at the Library's discretion.