

## Carlsbad Public Library Public Programs Policy

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*The Library considers community programming an essential part of library service and so develops, implements, and sponsors programs designed to meet the diverse educational and cultural interests of the community.*

### **A. Program Goals**

1. Programs presented or sponsored by the Library will present opportunities for lifelong learning, information, or recreation, and should reflect the unique cultural heritage of our service community and region.
2. Programs are intended to further the mission of the Library and be consistent with Library core values and Strategic plans. Programs ~~should~~ aim to introduce patrons and non-library users to Library collections and services, increase the visibility of the Library, and to expand its role as a community resource.

### **B. Program Criteria**

1. The Library uses the following criteria in making decisions about programming topics, speakers, and resources:
  - Community needs, interests, and issues
  - Historical or educational significance
  - Connection to other community events and exhibitions
  - Relation to Library mission, collections, and resources
  - Presenter qualifications, and presentation quality
  - Availability of program space
  - Budget considerations
2. All Library or Library co-sponsored programs will be open to the public. Registration may be required for planning purposes or when space is limited. Programs may be held at the Library or off-site at another facility.
3. The Library endorses the Library Bill of Rights of the American Library Association, upholds principles of intellectual freedom, and supports the rights of individuals to freely access information, discuss ideas, and exchange points of view. In order to provide access to diverse perspectives, the library will present a variety of programs. Program topics, speakers, and participants will not be excluded from consideration because of their origin, background, views, or the possibility of controversy.
4. The Library will present programs for various age groups, cultures, backgrounds, and interest groups. Programs may be offered for a general audience or be tailored to an age-specific audience.

5. Programs are offered free of charge and open to all; a small fee for materials may be charged.

6. Though presenters may have a business affiliation, programs shall not be used for commercial, religious, or partisan purposes or the solicitation of business.

### **C. Attendance**

1. All program attendees shall comply with the Library's Patron Code of Conduct policy.

2. The Library may set age requirements for programs.

3. Parental or caregiver attendance may be required depending on the program and the Safe Child policy.

4. Programs may have registration and limited spots available, depending on the space used and the presenter.

5. Schools, daycares, and other groups may attend programs But are encouraged to contact the Library early to ensure adequate seating. Group leaders are expected to provide supervision for all children in their care, both in and out of the program. If normal programs do not work for these groups, outreach can be coordinated with the youth services department.

6. All library programs will be Americans with Disabilities Act (ADA) compliant and accessible by persons with disabilities. Special accommodations can be requested in advance by contacting the library.

### **D. Community Partnerships**

1. The Library will use community resources or entities whose mission and goals are compatible with the Library's in developing programs, and partner with other agencies, organizations, cultural institutions, or individuals to develop and present co-sponsored public programs.

2. The Library may invite specific individuals or groups to present programs of possible interest to the community.

### **E. Program Suggestions or Concerns**

1. The Carlsbad Public Library welcomes suggestions or offers for proposed programming events. All requests will undergo a review process.

2. The Library welcomes expressions of opinion from the community concerning programming. Should a person have concerns about a library program, they should first discuss their concerns with a library staff member or the Library Director. Requests for review or reconsideration of programs will be considered in the same manner as requests for reconsideration of library materials as outlined in the Library Collection Development Policy.

**F. Sales, Donations, and Remuneration**

1. Writers, performers, or artisans who are presenting or featured at a Library program may offer their own works for sale to program attendees following their program.
2. The Friends of the Carlsbad Library may offer items for sale at Library programs which they sponsor.
3. Presenting individuals or groups may ask for donations from attendees only to cover expenses for program materials or supplies.
4. Authors, performers, or other program presenters will have an agreement including cost in place prior to performance.

**G. Cancellation**

1. The Library reserves the right to cancel a program for any reason. Every effort will be made to schedule an alternative program session.
2. Presenters or groups are asked to notify the Library of program cancellations as soon as possible.

**H. Questions or Exceptions Requests**

1. Questions about this or any library policy may be addressed to the Library Director during regular business hours. Exception requests to this library policy may be made to the Library Board of Trustees at any regularly scheduled meeting.