

# LIBRARY PROGRAMMING POLICY

## PURPOSE

The Pewaukee Public Library [Library] supports its mission by developing, presenting and hosting programs that provide opportunities for educational, cultural and recreational experiences.

Library programs should accomplish these goals:

- Expand the Library's role and visibility in the community.
- Introduce the public to the Library's facility, materials and services.
- Provide opportunities for lifelong learning, the exchange of ideas and entertainment.

## PROGRAM MANAGEMENT

The Library Board of Trustees will establish an annual budget for programming. The ultimate responsibility for programming rests with the Library Director. Library staff are responsible for developing and delivering library-sponsored programs, under the direction of the Library Director.

## SELECTION

Program activities may include (but are not limited to) story times, crafts or other hands on activities, speakers, lecturers, demonstrations, book discussion groups and films.

The selection of program topics and offerings will be chosen by library staff to meet the needs and interests of library users and the community. The Library will endeavor to include a broad spectrum of opinion and a variety of viewpoints in Library-sponsored programs. The Library should not exclude topics, books, or speakers because they might be controversial.

## PRESENTERS

Library staff who present programs do so as part of their regular job and are not hired as outside contractors for programming.

Professional performers and presenters may be hired as outside contractors to present a program at the Library. Outside contractors will be required to demonstrate that they are a qualified subject expert or are an experienced performer. All outside contractors will be required to sign a contract with the Library.

## ACCESS

Library sponsored programs are open to the public and are generally free. A fee may be charged for materials or other out-of-pocket costs for certain types of programs. At the discretion of the Library Director, the sale of books, DVDs or CDs by an author or performer may be allowed as part of a program.

Programs may be held on or off-site. Registration may be required for planning proposes or when space is limited. Space will be offered to patrons on a first-come, first-serve basis. A waiting list may be utilized for full programs.

The Library reserves the right to:

- Limit attendance at events due to space considerations and based on the nature of the program.
  - Set appropriate age limits for programs.
  - Cancel or postpone a program due to unforeseen circumstances.
  - Deny attendance to anyone who is disruptive or who violates the Library's Code of Conduct.
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Adopted by the Pewaukee Public Library Board of Trustees: April 21, 2005; Dennis Sampson, Library Board President

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