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**Township of Uxbridge Public Library**  
**POLICY STATEMENTS AND PRACTICES**

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**POLICY NO.: A5-Program Policy**

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**OBJECTIVE:** To set guidelines for what types of programs are appropriate for presentation at the Library. This policy applies to all programs sponsored by the Library.

**DATE OF APPROVAL:** May 17, 2007

**MOTION:** Motion: 07-51

**DATE OF AMENDMENT AND MOTION:** March 24, 2016, Motion: 16-25

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## **Policy Statement**

Programs sponsored by the Township of Uxbridge Public Library will support the stated mission, vision, and Strategic Plan of the Township of Uxbridge Public Library. Selection of library program topics, speakers, courses, classes and resource materials shall be made by library staff on the basis of the interests and needs of the community. Library programs strengthen the library as a vital part of the community, enhance the library experience for regular library users, promote literacy, and help the library reach out to new and diverse constituencies.

## **Policy Practices**

### **1. Definition:**

A library program is an event in or out of the Library that promotes the use of library materials, facilities, or services and/or offers the community an informational, entertaining, or cultural experience. Programs are planned for the interest and enlightenment of all the people of the community. The Library strives to offer a variety of programs that reflect the broad range of community interests.

### **2. Purpose**

Programs are conducted by the Library for one or more of the following reasons:

- 2.1 to provide information.
- 2.2 to promote and increase awareness of the library's resources and services.

- 2.3 to attract people to the library.
- 2.4 to help people become self-reliant library users.
- 2.5 to foster the joy of reading and excitement about lifelong learning.
- 2.6 to stimulate use of all types of information resources and services.
- 2.7 to encourage dialogue with people regarding the library's resources and service.

### **3. Benefits of Programming**

Library programs benefit the community by:

- 3.1 fostering a love of reading and learning
- 3.2 being responsive to current interests
- 3.3 serving as a forum for idea sharing, information gathering and education
- 3.4 promoting cultural awareness
- 3.5 developing information literacy
- 3.6 offering training and assistance with new technologies
- 3.7 providing early literacy experiences to young children
- 3.8 providing a safe, welcoming environment for meeting with others
- 3.9 community awareness/development

### **4. Responsibility**

The CEO has overall responsibility for programs. The Program and Outreach Coordinator and/or the Head of the Zephyr Library will develop and implement effective programs and maintain a balanced schedule of activities at both facilities. The CEO is responsible to the Board for maintaining policies and reporting as to the effectiveness of program activities

- 5. Program partnerships with community organizations or corporate sponsorship of programs will be considered if the program serves to enhance the library's image in the community and benefits both parties. (See Policy B2-Sponsorship Policy and Policy B4-Donor Recognition Policy.)
- 6. 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. The library does not conduct programming that is purely commercial or religious in nature.

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7. Non-library initiated programs requesting use of staff and/or materials should provide for the interest, information needs and enlightenment of all people of the community. The library does not provide staff or library programs for purely entertainment purposes. Programs requesting library staff or resources will be evaluated individually based on:
  - 7.1 enhancement of the role of the library in the community
  - 7.2 availability of staff and/or resources
  - 7.3 cost accrued to the library (time/materials, etc.)
  - 7.4 intended audience
  - 7.5 locale of program
  - 7.6 availability of funding in the budget.
  
8. The library focuses its programming efforts in areas uniquely suited to libraries and attempts to offer programs not available elsewhere or programs with too high a demand.
  
9. In planning and executing any program, the following factors will be considered:
  - 9.1 Responsibility - Responsibility for planning, organizing and executing a given event is the responsibility of the Program and Outreach Coordinator and/or the Head of the Zephyr Library.
  
  - 9.2 Intended audience - Programs will be designed for a specific target audience, such as a certain age group (e.g. pre-school children, seniors) or other grouping within the community.
  
  - 9.3 Day and time - Programs will be held when it is most suitable and timely for the intended audience and will allow for sufficient time to plan and promote the program.
  
  - 9.4 Expenses - All charges and expenses must be considered and approved by the CEO ahead of time.
  
  - 9.5 Promotion - The Program and Outreach Coordinator and/or Head of the Zephyr Library will ensure that the community is informed of an up-coming event through such means as newspaper, television and radio advertising, posters, flyers, and announcements on community bulletin boards. Local

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media will be informed of events and invited to attend.

- 9.6 Location - To promote the library to best advantage, programs and events should be held in the library where possible. Where the library is not equipped to handle a certain event, other locations may be considered.
- 9.7 Evaluation - Upon completion, programs may be evaluated as to level of participant satisfaction, attendance and cost effectiveness. To help gauge participant satisfaction and to collect new ideas, program participants will be provided with program evaluation forms to be collected by staff as they leave.
- 9.8 Records - Program evaluation summaries will be kept on file as a resource for planning future programs.

10. The library may set a registration fee for programs under the following circumstances:

- 10.1 Where insufficient funds exist in the library-programming budget to cover speaker's fees or materials required for the program.
- 10.2 Where it is the policy of a cooperating or partnering organization or agency to charge a registration fee.
- 10.3 Where the fee for those special events is clearly designated to support library-related fundraising.

11. To determine community needs and interests, the library regularly evaluates community response to and suggestions for its programs. It also periodically reviews community profiles and uses various mechanisms to get community input to assist in setting programming priorities and plans.