

# MIDLOTHIAN PUBLIC LIBRARY PROGRAMMING POLICY

## I. PURPOSE

The Midlothian Public Library provides programs to serve the Library's mission and to expand the visibility of the Library in the community.

## II. RESPONSIBILITY

Ultimate responsibility for the planning and implementation of programs rests with the Library Director, who will share this duty with or delegate this duty in its entirety to the Adult Services Manager and Youth Services Manager and their staffs.

## III. CRITERIA, which Library staff will apply in program planning:

- A. Relation to library mission and service goals
- B. Community needs and interests
- C. Availability of program space
- D. Presentation quality and treatment of content for intended audience
- E. Presenter background and qualifications in content area
- F. Budget and staffing considerations
- G. Historical or educational significance
- H. Representation of diverse cultural backgrounds, opinions, and viewpoints
- I. Appeal to a range of ages, interests, and information needs
- J. Connection to other community programs, exhibitions or events

## IV. PROGRAMMING RESOURCES

- A. The Library draws upon and partners with other community agencies, organizations, educational and cultural institutions, or individuals to develop and present programs.
- B. Professional performers and presenters with specialized expertise may be hired.
- C. 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.
- D. Library staff who present programs will do so as part of their regular job and are not hired as outside contractors for programming.

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## V. FEES

- A. The Library strives to provide the vast majority of its programming free of charge.
- B. A fee may be charged to:
  - 1. Recover the cost of a presenter, materials, or supplies, when it would otherwise not be feasible to offer the program.
  - 2. To cover the cost of an educational program which provides an official certification or endorsement.
  - 3. Sale of items during library programs is permissible in the following cases:
    - a. Fund-raising to benefit the Library sponsored by the Friends of the Midlothian Public Library.
    - b. The sale of books, CDs, or other media by authors, performers, or presenters as part of a Library program.
    - c. Fund-raising by the VOICE Teen Advisory Board to benefit a 501(c)(3) charitable organization as a part of a teen-designed service project.
- C. The library does not offer programs of a commercial nature, including but not limited to presentations offered for free but with the intention of soliciting future business.

## VI. CONTENT

- A. 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.
- B. Library sponsorship of a program does not constitute an endorsement of the content 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.

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## VII. ATTENDANCE

- A. All library programs are open to the public. Every attempt will be made to accommodate all who wish to attend a program.
- B. 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.
- C. For programs that require strict limitation of attendance, Midlothian residents may be given priority over non-residents.
- D. 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.
- E. Attendance at a program will not be limited because the content of the program may be controversial.

## VIII. COMMUNITY COLLABORATION

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

## IX. AMERICANS WITH DISABILITIES ACT

The Midlothian Public Library is subject to the requirements of the Americans Disabilities Act of 1990. Any individuals who plan to attend any functions at the library and who require certain accommodations which would enable them to observe and/or participate in any functions, or who have questions regarding accessibility to the library, are requested to phone the library at (708) 535-2027 at least five (5) working days prior to the function.