

Programming Policy

Policy Number:

Policy Type: Operational

Review Period: 3 years

Approval History: November 13, 2018

1.0 Purpose

Programming is an integral part of the services provided by Greater Sudbury Public Library and is key to the achievement of the Library's commitment to connect people to resources. Programs shall be conducted throughout the year to support our mission in providing equitable access. Programs are a strong mechanism for outreach and promotion, which allows the Library to build partnerships within the Greater Sudbury community.

Programming is provided in keeping with the Canadian Federation of Library Association's [Statement on Intellectual Freedom and Libraries](#) and the Ontario Library Association's Statement on the [Intellectual Rights of the Individual](#), Position on [Children's Rights in the Public Library](#) and the Position on [Teen's Rights in the Public Library](#).

The purpose of this policy is to provide staff with the necessary guidelines to assist in the development of the Library's programs and to inform the public on the principles and criteria by which programs are selected.

2.0 Background

Programs are developed to respond to emerging community needs and interests as well as to sustain demonstrated appeal and demand.

Programs offered by the Library will:

- Be consistent with the Library's mission and strategic directions;
- Stimulate interest in the use of the Library by promoting reading, culture, information, technology, literacy and research;
- Promote an awareness of contemporary issues and information required to engage society; and
- Provide entertaining, enjoyable, educational experiences.

Library programming shall not exclude topics, books, speakers, media and/or other resources because they may be controversial.

The Library does not conduct programming that is solely commercial or religious in nature.

3.0 Definitions

Programs are defined as group activities offered in the community or to a defined group that the Library coordinates, plans, and presents on their own or in partnership with another organization or third-party. These programs can be offered in-house or through outreach.

An *in-house program* is a program or event that is offered on the Library grounds or in an online environment. These programs are offered using Library resources and coordinated and hosted by Library staff and/or community partners.

An *outreach program* is a program or event that is offered outside the Library's walls. These programs are offered using Library resources and hosted by Library staff and/or community partners. These programs often target specific groups of people and may happen in partnership with other community organizations.

Program partnerships with community organizations and corporate sponsorships of a program will be considered if the program serves to enhance the Library's profile within the community, benefits the Library, and supports the Library's mission.

4.0 Scope

Library staff, participants, presenters, partners and everyone involved in programming at Greater Sudbury Public Library.

5.0 Guidelines

The Library will make reasonable efforts to provide programs for individuals of all ages and abilities. Staff involved in program development will connect programs with Library resources. The Library will try to complement, not duplicate, community-initiated programs.

Unsolicited offers to present programming by individuals or organizations will be evaluated by the same standards used by Library staff when planning a program.

The public are encouraged to suggest topics for future programming. These suggestions will be considered in light of the benefits to the Library and resources available.

6.0 Fees

Library programs shall be free and open to the public, but a fee may be charged, based on cost-recovery, for programs in which an entertainer or workshop is hired or if special supplies are required. Donations may be requested.

The Library will waive program fees for a support worker accompanying a person with a disability.

7.0 Program Delivery

Scheduling of programs is dependent on availability and the expertise of Library Staff. Priority for program registration will be given to Greater Sudbury Public Library members. If at all possible, Library programs will not interfere with normal library operations.

Programs may be presented by Library Staff and/or community partners and makes use of the skills and talents of a wide variety of individuals and organizations.

Beliefs and opinions in programs by outside facilitators/performers are not endorsed by the Library.

All Library programs must adhere to the Accessibility for Ontarians with Disabilities Act requirements, and any other applicable policy and/or legislation. Programs shall not be in contravention of federal or provincial laws and regulations, and/or municipal bylaws.

At the discretion of the Library, a parent/caregiver may be required to attend a program with their child.

The Library may set age guidelines for library programs when those programs are tailored to a specific audience.

External presenters delivering programs will not solicit business, customers or volunteers, or market their commercial products or services. Exceptions can be made and must be approved by the CEO and Chief Librarian or designate. The Library may allow presenters to display products or books for purchase. All responsibility for sale of such materials rests with the author and/or their designate.

Programs will be developed and delivered in compliance with GSPL's policies, including the [Library Use Policy](#).

The Library reserves the right to cancel programs and will make every reasonable effort to notify the public of cancellations with as much advanced notice as possible.

All policies of Greater Sudbury Public Library apply to programs. If community organizations approach the Library requesting public spaces and Library service for programming, refer to the [Meeting Room and Display Case Policy](#).

8.0 Evaluation

Formal and informal evaluation of all programs will be conducted. Information gathered for evaluation may be acquired through survey, word of mouth, and comments from participants.