PROGRAMMING POLICY

PURPOSE

The Appleton Public Library ("library") supports its mission of connecting people with the world of ideas and information by developing and presenting programs that provide additional opportunities for information, learning, and entertainment.

Not all programs and events that occur in the library are covered by this policy. Library meeting and study rooms can be used by the public without being defined as library programming and are governed by the Meeting Room Use Policy. This policy is intended to cover library managed and library sponsored programs as well as programs that are library partnerships with external organizations.

POLICY

Programming is an integral component of library service that:

- Expands the library's role as a community resource.
- Introduces patrons and non-users to library resources.
- Provides entertainment.
- Provides opportunities for lifelong learning.
- Expands the visibility of the library.

1. Programming Resources

   Library staff expertise, collections, services and facilities are utilized in developing and delivering informational, educational and recreational programming. In no particular order, the following criteria are used in making decisions about program topics, speakers, and accompanying resources:

   - Community needs and interests.
   - Diversity, equity and inclusion.
   - Availability of program space.
   - Treatment of content for intended audience.
   - Presentation quality.
   - Presenter's background/qualifications in content area.
   - Budget.
   - Historical or educational significance.
   - Connection to other community programs, exhibitions, or events.
   - Relation to Library collections, resources, exhibits, or programs.

In addition, the library draws upon other community resources in developing programs and actively partners with other community agencies, organizations, educational and cultural institutions, or individuals to develop and present co-sponsored public programs. Professional performers and presenters that reflect specialized or unique expertise may be hired for library programs; performers and presenters will not be excluded from consideration because of their origin, background, sexuality, gender, religion, ability, or views, or because of possible controversy. Programs will not be cancelled because of the ideas or topics of the program or the views expressed by participants or speakers. Library staff who present programs do so as part of their regular job and are not hired as outside contractors for programming.

2. Program Participation

   All library programs are open to the public. In general, library programs are free, however, a fee may be charged for library programs to recover the cost of a presenter, materials or supplies, when it would otherwise not be feasible to offer the program.

   Registration may be required for planning purposes or when space is limited. Programs may be held on site at the library or off site.

   The library does not deny access to library-initiated programs if patrons owe the library for overdue fines or other fees, nor will program attendees be required to share their personal information in order to attend a program.

   Reasonable accommodations for persons with disabilities will be made upon request and if feasible.

3. Photography and Filming

   Programs sponsored by the library within the library or at off-site library sponsored events may be photographed or video-recorded by the library staff or its representatives. Attendance at a library sponsored program constitutes the consent of all attendees and the consent of the parents or legal guardians of any minor children in attendance, to the future broadcast, publication, or other use of photographs or videos at the sole discretion of the library.

   The library may utilize photos and videos from public programs and events at the library and at off-site library sponsored events on its website, social media and in library publications. To ensure the privacy of all individuals, including children, images will not be identified using full names or personal identifying information without the written approval from the photographed individual, parent or legal guardian.

   Participants may request in writing that their image not be used by the library.

4. Content

   The library's philosophy of open access to information and ideas extends to library programming, and the library does not knowingly discriminate through its programming. Library sponsorship of a program does not constitute an endorsement of the content of the program, or the views expressed by participants, and program topics, speakers and resources are not excluded from programs because of possible controversy.

The library may establish time, place and manner restrictions to limit the speech but otherwise supports the right of individuals to engage in free speech.

Sales of products at library programs must be approved by the library director and/or his/her designee and benefit the library. Programs are not used for commercial, religious, or partisan purposes or the solicitation of business. While commercial sales are not allowed on library property, exempt from this are musicians, authors, film makers and performers who perform or present. Before or after the presentation they may sell their work and related merchandise unobtrusively. The library supports the rights of authors and other creators of literary, musical and artistic works to sell their works as part of a program to the public.

This programing policy is adopted and enforced by the library board. The board delegates to the library director the administration of this policy. Library staff members implement library programs within applicable library policies and at the direction of the library director. Planning and coordination of programming is done by library staff based on interests and needs of library users and the community. Library patrons and the local community members may recommend topics or speakers for consideration.

The library welcomes expressions of opinion from the public concerning programming. If an individual questions the content or topic of a library program, they should address the concern with a library staff member. individuals who wish to continue their request for review of a library program may request a Request for Reconsideration form. Requests for review of programs will be considered in the same manner as requests for reconsideration of library materials as outlined in the Collection Development Policy.

Approved 3/19.