

The Meaford Public Library has a mission of bringing service excellence to meet the needs of a dynamic community through universal access to innovative and vibrant spaces and experiences. Programming provides information, invites public discussion, encourages curiosity and creativity, and promotes literacy and reading. Programming promotes the library's services and resources within the community. This policy defines the provision of programs at the Meaford Public Library.

1. Programs are defined as any group activity offered to the public that staff coordinate, plan, support, and/or present.
2. Programs are to highlight the library's collection and services, and share knowledge and expertise, increasing awareness of the library as a cultural, educational, and informational centre.
3. Marketing of promotional material and the distribution throughout the community, within the library, and online, will be produced by the appropriate staff member or partner.
4. The library will:
 - a) Make available a wide spectrum of opinions and viewpoints, welcoming a diversity of culture, lifestyle, and beliefs
 - b) Select programs based on the interests and needs of the community
 - c) Make programs available free of charge except for fundraising or cost recovery of events and programs to benefit the library
 - d) Limit program attendance based on safe use of space, or when the success of a program requires it. Attendance will be based on room capacity
 - e) Make programs open to all, based on a first come, first served basis, either with advanced registration or as a drop-in program
 - f) Not offer programming that the primary intent is for retail sales of products or services.
 - g) Regularly evaluate the planning, delivery, and content of library programs

- h) Make available a process for user feedback and expressions of opinions/concerns about programs
- i) Utilize volunteers as required
- j) Offer programs for all members of our community
- k) Participate in cooperative programs with other agencies, organizations, institutions, or individuals
- l) Host programs in the library facility and at other venues.
- m) Promote programs through brochures, news releases, posters, social media, local newspapers and media, the library's website, and other means as required
- n) Allow presenters to display products, as it relates to the program, or books for purchase

Related Documents to think about:

Meaford Public Library Policy 5 - Library Rules of Conduct

Approved: November 2014

Approved: September 2018

Revised: June 2023

Meaford Public Library Board Chair

Meaford Public Library CEO