



**Meaford Public Library**  
**Programming Policy**  
**Policy-8**  
**November 2014**

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Programming supports the library's mission to "open doors to a world of information, education and recreation, thereby enhancing the economic, social and cultural vitality of our community". Programming provides information, invites public discussion, encourages curiosity and creativity and promotes literacy and reading. Programming promotes the library's services and resources. 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 and/or present.
2. Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by presenters or participants.
3. Marketing of promotional material and the distribution throughout the community, within the library and online will be produced by the appropriate staff member.
4. The library will:
  - a. Make available a wide spectrum of opinions and viewpoints
  - 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 events to benefit the library
  - d. Limit program attendance based on safe use of space, or when the success of a program requires it
  - e. Make programs open to all, based on a first come, first served basis, either with advanced registration or at the door
  - f. Not offer programming that is purely commercial
  - 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 children, young adults, adults, and families
  - k. Participate in cooperative programs with other agencies, organizations, institutions or individuals
  - l. Host programs in the library facility or at other venues in the community

- m. Promote programs through brochures, news releases, posters, social media, local newspapers and media, and the library's website.
- n. Allow presenters to display products or books for purchase

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