Chatham-Kent Public Library

Programming Policy

Purpose

The purpose of this policy is to provide staff with the necessary guidelines to assist them in the development of library programs and to inform the public about the principles and criteria by which programs are offered by Chatham-Kent Public Library.

Background

Programming is a key component of the services provided by Chatham-Kent Public Library and drives the Library's commitment to connect people to library collections, services, and resources.

Programs shall be conducted throughout the year to support CKPL's mission to be an indispensable centre of culture, community, and learning in Chatham-Kent.

Programs are a strong mechanism for outreach and promotion, which allows the Library to build partnerships within the Chatham-Kent community.

Definitions

"Programs" are defined as any group activity offered to the community or to a defined group that is coordinated, planned, and presented by the Library or in partnership with another organization or third party. These programs can be offered in-house or through outreach.

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.

Scope

This policy applies to Library staff, participants, presenters, partners and everyone involved in programming at Chatham-Kent Public Library both in person and virtually.

This policy applies to all programs including partnership programs.

This policy does not apply to:

- CKPL events that are developed for special purposes such as fundraising;

- media conferences; or

- programs or events offered by other organizations or individuals on CKPL premises where space is rented.

Program Development and Delivery

Programs are developed to respond to emerging community needs and assist with the promotion of library resources and services. Programs are facilitated by CKPL staff. Program presenters may include library staff, professional and subject matter experts, authors, or performers. Programs offered by the Library will:

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

CKPL upholds the principle of intellectual freedom and supports the rights of individuals to read, speak, view and exchange different points of view on any subject. To accomplish this, programming is provided in keeping with the "Canadian Federation of Library Association's Statement on Intellectual Freedom and Libraries" and CKPL's mission, vision and values. 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. Beliefs and opinions included in programs by outside performers are not endorsed by the Library.

The Library will make a reasonable effort 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.

All Library programs must adhere to "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.

Scheduling of programs is dependent on the availability and the expertise of Library staff. If possible, Library programs will not interfere with normal library operations.

CKPL programs are open to everyone. However, CKPL reserves the right to limit attendance based on considerations of the program; for example, programs based on age, or space limitations. Program attendance requires compliance with CKPL policies, including the Code of Conduct.

Program sign up and attendance may require library membership, i.e. a library card. Priority for program registration will be given to current card holders.

The Library reserves the right to cancel programs and will make every reasonable effort to notify the public.

All policies of Chatham-Kent Public Library apply to programs. If community organizations approach the Library requesting public spaces and Library services for programming, refer to "Use of Facilities" Policy and "Displays, Bulletin Boards and Petitions" Policy.

The Library may allow presenters to display products or books for purchase. All responsibility for the sale of such materials rests with the author and/or their designate.

Children's Services

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

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

As with other CKPL services, children's access to programming is the responsibility of parents and guardians.

Fees

CKPL does not charge for programs under most circumstances. Exceptions may be made to cover direct costs when the program could not otherwise be offered. Donations may also be requested.

The Library will waive program fees for a support person accompanying a person with a disability. Please see CKPL's Accessibility Policy for further information on accessible services at CKPL.

Feedback and Evaluation

The public are encouraged to suggest topics or offer feedback for future programming and events through library staff and the library's "Ask CKPL" virtual reference service. These suggestions will be considered based on the benefits to the Library, the community, and available Library staff, staff expertise, and Library resources. Not all suggestions will be used.

When receiving suggestions and proposals for programs from external organizations and individuals, CKPL evaluates them according to the criteria in this policy. Approval of a previous program proposal does not guarantee that an organization or individual will be asked to offer the program or have future proposals approved.

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 and/or parents/caregivers.

Feedback will be gathered to inform future CKPL programming endeavours.