

Lincoln City Libraries
Lincoln, Nebraska

POLICY TITLE: LIBRARY PROGRAMMING

Purpose: The purpose of this policy is to provide a structure for adult and youth programming.

Definition: Programming is defined as an event sponsored or co-sponsored by the Library. Programming can be a single event or series of events, be a scheduled or a pop-up event, take place inside or outside of the Library or take place online as a virtual event.

Programming is a fundamental component of library service that furthers the mission, vision and values of Lincoln City Libraries. Programming

- supports the Library Strategic plan
- supports and responds to emerging community interests as well as established interests and demands
- provides learning and entertainment opportunities to meet the informational, education and recreational needs of those attending the program
- raises awareness and visibility of the library to the community
- introduces attendees to library resources and materials
- expands the Library's role as a cultural and community center
- extends outreach for underserved populations
- aligns with the Library Bill of Rights.

Library programs include, but are not limited to Library Learning Times, maker events, book talks or discussion groups, displays, lectures, community forums, performing and visual arts, workshops, and presentations for social, cultural, educational, or entertainment purposes.

Staff uses many criteria when making decisions about program topics, speakers and accompanying resources, including

- community needs and interests
- relation to library collections, resources, services and events
- connections to other community programs, exhibits or events
- historical or educational significance
- treatment of content for intended audience
- presenter expertise and/or public performance experience
- popular appeal
- staff time and library resources
- safety and security of attendees and staff

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 or views, or because of possible controversy. Current city purchasing practices shall be observed. Performers may be subject to background checks.

Unsolicited offers from individuals and organizations to present programs, including authors requesting book promotions, will be evaluated by the same standards used when planning Library programming. Such programming opportunities should further the mission, vision and values of Lincoln City Libraries as outlined in this policy.

Programs of a purely commercial nature or those designed for the solicitation of business will not be offered by the Library. Examples of programs that would be considered of a commercial nature include, but are not limited to, presentations offered for free but with the intention of soliciting future business. Fundraising events are not allowed unless sponsored by the Library, Foundation for Lincoln City Libraries, or City/County agency.

From time to time authors and musicians may be allowed to sell copies of their work as an enhancement to a program. Sales must be approved by the Library Director prior to the program. Seller is responsible for the inventory, sale activity, and collection and payment of any taxes.

Programs that support or oppose any political candidate or ballot measure will not be offered by the Library. However, educational programs, such as candidate forums that include invitations to all recognized candidates and which have a collaborating partner may be offered.

The Library reserves the right to set age limits for program attendance. In determining appropriate age recommendations, staff will consider the suitability of the program's materials, format and program presenters, the relevancy and suitability of topic, messages and programming methods for the intended audience. Programs designed for specific audiences will be publicized as such.

Programs will be developed with consideration for the principles of accessibility, equity and inclusiveness, and will contribute to the Library's safe, supporting and welcoming environment. Reasonable accommodations will be made to ensure that programs are accessible to all who wish to attend and participate.

In order to provide a welcoming and inviting environment, library staff is authorized to purchase snacks and/or beverages for library sponsored programs open to the general public. Current city purchasing practices shall be observed using Library Director authorized funds.

The Library's philosophy of open access to information and ideas extends to programming. Library programs are free and open to the public; however, some programs or classes may have age restrictions or require a nominal materials fee. Registration may be required for planning purposes or when space is limited.

Library selection of a program does not constitute an endorsement of the content of the program or the views expressed by presenters. Decisions to provide programs will not be made on the basis of any anticipated approval or disapproval, but solely on the merits of the program in serving the interests of Library customers.

Programming Partnerships: The Library may partner or co-sponsor programs with other agencies, organizations, and businesses provided the programs are compatible with the Library's mission and vision. Co-sponsored programs must include involvement by library staff in developing program content, including library materials and resources. The Cooperation with Nonpublic Entities Policy is to be followed.

Request for Reconsideration: The Library welcomes expressions of opinion from customers concerning programming. If a customer questions a Library program, they should first address the concern with Library staff in charge of the event. If this conversation is not satisfactory, customer shall file a Request for Reconsideration of Library Resource.

Reviewed by Law Dept.: November 10, 2020

Adopted by Library Board: November 17, 2020

Request for Reconsideration of Library Resources

If you have a concern about library resources (materials or programming), please discuss it with Library staff. If this conversation does not resolve your concerns, complete this form and return to **Lincoln City Libraries, 136 S 14th Street, Lincoln, NE 68508**. Library Administration will review your concerns and respond within 30 days of the date of receipt. If you wish to appeal, notify the Library Director and your concern will be reviewed by the Library Board with a decision made within 60 days.

Name: _____

Address: _____

Email: _____

Phone: _____

If you are representing a group, please name it: _____

Did you speak to a Library staff member about your concern? Yes No

About what type of resource are you commenting?

Book Audiobook Magazine Newspaper Movie Music CD

Program Exhibit/Display Other: _____

If you are commenting on an item, what is the title and author/performer/producer?

If commenting on a program, what is the title and date?

How did this resource come to your attention? (Recommended by a staff member, review, friend's recommendation, found on shelf, visited Library, publicity announcement, calendar of events listing, etc.)

Did you read, listen to or view the entire work or stay for the entire program? If not, what selection or part did you read or view?

What concerns you about this resource? Please be specific; cite pages or sections.

What would you like the library to do in response to your concern?

Are there resources(s) you suggest to provide additional information and/or other viewpoints on this topic?