



The City of Kawartha Lakes Public Library

Policy Number: LIB2018-03

Policy Name: LIBRARY PROGRAMS
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Developed By:	Linda Kent, Chief Librarian & CEO	Date:	26 May 2004
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Resolution #:	LIB2018-03	Effective:	26 May 2004
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POLICY STATEMENT AND RATIONALE:

The purpose of this policy is to provide a statement of philosophy and identify key objectives respecting the provision of library programs in the Library.

SCOPE:

This policy shall apply to the City of Kawartha Lakes Public Library and all of its branches.

DEFINITIONS:

In reading and interpreting this policy, the following definitions shall apply:

“Branches” means a library branch of the City of Kawartha Lakes Public Library.

“CEO” means the Chief Executive Officer of the City of Kawartha Lakes Public Library.

“City” means the Corporation of the City of Kawartha Lakes.

“Library” means the City of Kawartha Lakes Public Library.

“Library Board” means the City of Kawartha Lakes Public Library Board.

“Library Program” means a planned interaction, in or out of the library, in which library staff and/or community participants are involved for the purpose of promoting literacy, library materials, library facilities, and/or library services.

“Library Staff” means all staff employed by the City of Kawartha Lakes Public Library Board.

POLICY, PROCEDURE AND IMPLEMENTATION:

1.0 Responsibility

1.1 The North and South Area Supervisors shall be responsible for the provision of library programs with assistance from other library staff.

2.0 Objectives

2.1 Stimulate imagination and inquiry by providing information, inviting public discussion, encouraging curiosity and creativity, and/or promoting literacies (information, technical, cultural, and reading).

2.2 Promote the Library's collections and services.

2.3 Engage Library and users in collaborative efforts

2.4 Foster innovation

2.5 Make the Library a community hub and develop our community presence

3.0 Community Involvement

3.1 Non-library initiated programs requesting use of staff and/or materials should provide for the interest, information needs, and enlightenment of all members of the community.

3.2 Programs initiated by community groups and/or members of the community that require library staff or resources will be evaluated individually based on:

3.2.1 Compatibility with the mission of the library;

3.2.2 Availability of staff and/or resources;

3.2.3 Intended audience;

3.2.4 Location of the program.

4.0 Charges and Fees

4.1 Generally, no admission fees will be charged at library programs. However, at the discretion of the CEO/Library Director, the following will be permissible:

4.1.1 Fund-raising to benefit the library or the Library Friends.

4.1.2 The sale of items by authors and/or artists as part of a Library Program;

4.1.3 Charges that represent cost recovery, where appropriate.

5.0 Attendance

5.1 Every attempt will be made to accommodate all who wish to attend a program. However, when safety and/or the success of a program requires it, attendance may be limited. When limits must be enforced, attendance will be determined on a first-come, first-serve basis or by pre-registration.

5.2 For some children's programs, the nature and success of the program may require limiting attendance based on age.