

**Policy Name:
LIBRARY PROGRAMS**

| | | | |
|---------------|---------------|---------------------|-------------|
| Resolution #: | LIB2025-10 | Date: | 26 May 2004 |
| Review Cycle: | Once per term | Adoption Date: | 26 May 2004 |
| | | Effective: | 26 May 2004 |
| | | Last Reviewed Date: | 01 May 2024 |

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 any event, class or group activity offered to the public that staff coordinate, plan and/or present. These programs may be offered within library facilities, elsewhere in the community, or virtually.

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

POLICY, PROCEDURE AND IMPLEMENTATION

1.0 Responsibility

- 1.1 Under the direction of the Manager of Programming and Public Service, Area Coordinators and Programming – Library Specialist shall be responsible for the development and provision of library programs, with assistance from other library staff.

2.0 Guidelines

- 2.1 Library programs are intended to:
- Provide informational, educational and recreational opportunities;
 - Support lifelong learning;
 - Support intellectual freedom and universal access to information;
 - Raise awareness of library services and collections;
 - Foster a love of reading and learning;
 - Encourage the development of literacy skills;
 - Promote cultural awareness;
 - Celebrate history and heritage;
 - Be inclusive and reduce social isolation by bringing community members together in a barrier free space;
 - Meet the diverse and evolving needs and interests of the community; and,
 - Encourage discussion and make available a wide spectrum of opinions, viewpoints, and experiences.
- 2.2 A library program does not need to meet all of the above criteria in order to be considered or offered.
- 2.3 Hosting a program does not necessarily indicate that the Library or the Board endorses its content.
- 2.4 The Library recognizes the right of individuals or groups to object to programs based on personal beliefs. However, such objection does not provide any individual or group the right to restrict the freedom of others to participate in library programs.

3.0 Charges and Fees

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

3.1.1 Fund-raising to benefit the library or the Library Friends,

3.1.2 The sale of items by authors and/or artists as part of a Library program,

3.1.3 Charges that represent cost recovery, where appropriate

4.0 Attendance

4.1 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.

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

4.3 Children 10 and under must be accompanied and supervised by a responsible adult for all library programs.

4.4 All library program attendees, whether in a library facility or at a remote location, must abide by the Patron Code of Conduct.

5.0 Evaluation

5.1 To determine community needs and interests, the Library reviews suggestions for programs and events, and uses various mechanisms to gather community input to assist in establishing programming priorities and plans. Evaluation will include feedback from staff, participants, and partners. The Library welcomes and encourages customer feedback and comments regarding the effectiveness of program offerings.