

Library Programs

Approved September 2019

Definitions

Program: A planned public activity that is presented or sponsored by the library staff.

Co-sponsored program: A program where the library actively partners with other community agencies, organizations, educational and cultural institutions, or individuals to develop and present the program.

Community presentation: A planned outreach activity that takes place outside the library and is presented or sponsored by library staff.

Policy

Liberty Lake Municipal Library supports its mission of enriching life in the community by developing and presenting programs that provide additional opportunities for literacy, information, lifelong learning, cultural enrichment, and community connection. Programming is an integral component of library service that:

- Expands the Library's role as a community resource
- Introduces customers and non-users to Library resources
- Provides entertainment
- Provides opportunities for lifelong learning
- Expands the visibility of the library

In developing and delivering programs, the library staff utilizes staff expertise, collections, equipment, and facilities. The following criteria are used in making decisions about program topics, speakers, and accompanying resources.

- Relevance/appropriateness of program to library's mission and strategic plan
- Community needs and interests
- Budget and cost of program
- Space required for program
- Presenter background/qualifications in content area
- Staff time
- Treatment of content for intended audience
- Presentation quality
- Historical or educational significance
- Connection to other community programs, exhibitions or events
- Relation to Library collections, resources, exhibits and programs

Anyone interested in presenting a library program may submit a proposal that will be reviewed according to the above criteria. Professional performers and presenters that reflect specialized or unique expertise may be hired for Library programs.

Decisions on which programs to offer are made by the Library's staff program coordinators and Library Director. Any questions will be referred to the Library Director. Appeals for exceptions to these policies must be made in writing to the Library Board of Trustees.

Library programs are funded through the City budget, donations from the Friends of the Liberty Lake Library and others, and various grants. Library staff who present programs do so as a part of their job. In addition, the library draws upon community resources in developing programs and actively partners with other community organizations, educational and cultural institutions, or individuals to develop and present co-sponsored public programs.

All Library programs are open to the public and normally offered free of charge. A fee may be charged for certain types of Library programs. The Library's philosophy of open access to information and ideas extends to Library programming, and the Library does not knowingly discriminate through its programming. Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by participants, and program topics, speakers and resources are not excluded from programs because of possible controversy.

Registration may be required for planning purposes or when space is limited. Every attempt will be made to accommodate all who wish to attend a program. However, when safety or the success of a program requires it, attendance may be limited. When limits must be established, attendance will be determined on a first come, first served basis, either with advanced registration or at the door. In some cases, the nature and success of a program may require a limited attendance based on age, especially programs intended for children and teens that are geared to their interests and developmental needs. In no case will attendance at a program be limited because the content of the program may be controversial.

Programs and community presentations may be held at the library or at locations outside the library, such as schools, community centers, information fairs and housing complexes. The library does not offer programs for commercial, religious, or partisan purposes or the solicitation of business. Holiday programs may be offered.