

## **Programming Policy**

### **I. Purpose**

The Library supports its mission of connecting people with the world of ideas and information by developing and presenting programs that provide additional opportunities for information, learning, and entertainment. Programming is an integral component of library service that:

- A. Expands the Library's role as a community resource.
- B. Introduces patrons and non-users to Library resources.
- C. Provides entertainment.
- D. Provides opportunities for lifelong learning.
- E. Expands the visibility of the Library.

### **II. Responsibility**

Ultimate responsibility for programming at the Library rests with the Director, who administers under the authority of the Board of Trustees. The Director utilizes Library staff expertise, collections, services and facilities in developing and delivering programming. The Library's staff use the following criteria in making decisions about program topics, speakers, and accompanying resources:

- A. Community needs and interests.
- B. Availability of program space.
- C. Treatment of content for intended audience.
- D. Presentation quality.
- E. Presenter background/qualifications in content area.
- F. Budget.
- G. Relevance to the interests of and issues in the Community.
- H. Historical or educational significance.
- I. Connection to other community programs, exhibitions or events.
- J. Relation to Library collections, resources, exhibits and programs.

### **III. Outside Presenters**

In addition, the Library draws upon other community resources in developing programs and actively partners with other community agencies, organizations, educational and cultural institutions, or individuals to develop and present co-sponsored public programs.

- A. Professional performers and presenters that reflect specialized or unique expertise may be hired for Library programs.
- B. Performers and presenters will not be excluded from consideration because of their origin, background, or views, or because of possible controversy.

- C. Program suggestions from the public and/or unsolicited offers from individuals or organizations to present programs will be evaluated by the same standards used to select Library-initiated programs. Such offers and suggestions will be taken or not taken at the discretion of the Director.
- D. 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 and resources are not excluded from programs because of possible controversy.
- E. Library staff who present programs do so as part of their regular job and are not hired as outside contractors for programming.
- F. Programs are not used for commercial, religious, or partisan purposes or the solicitation of business. Any sales of products at Library programs must be approved by the Library and benefit the Library.
- G. External organizations or individuals partnering with the Library on programs must coordinate marketing efforts with the Library's Director.

#### **IV. Open Access**

- A. All Library programs are open to the public. 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.
- B. A fee may be charged for certain types of Library programs and some programs may be limited in number due to materials fees, the presenter, or space considerations.
- C. Registration may be required for planning purposes or when space is limited.
- D. Programs may be held on site at the Library, or off site.

#### **V. Reconsideration**

The Library welcomes expressions of opinion from patrons concerning programming. If a patron questions a library program, they should address the concern with the Library Director and fill out the Request for Reconsideration form. Patrons are entitled to a prompt and courteous response and a full investigation, as described in this Policy.

- A. No program shall be stopped or removed from the Library's schedule until all steps in the following process have been completed.
- B. Patrons who object to particular Library programs will be provided with a copy of the Programming Policy and the Request for Reconsideration form.
- C. If the patron wishes to carry the request further, the patron may submit a completed, signed copy of the Request for Reconsideration, whereupon the Library Director shall make a decision regarding the Request for Reconsideration, taking into consideration the Library's Programming Policy and any other

relevant information to reach a decision. The Director may consult with any other staff or consultants when making this decision.

- D. The process of processing the initial Request for Reconsideration can take 16-24 work hours. In recognition of the impact of the process on the Library's resources, each patron is limited to three (3) active Requests for Reconsideration at a time. As each is resolved, the patron may submit a new challenge through the same process.
- E. The Library Director shall send the decision in writing to the complainant within seven (7) calendar days of the receipt of the completed Request for Reconsideration form.
- F. If the decision is that the questioned program should be removed from the schedule, the complainant will be notified in writing by the Library Director and the program will not take place.
- G. If the decision is that the questioned program is to be held, the complainant will be notified in writing by the Library Director that the program will go on.
- H. The written decision of the Director will be posted on the Library website ([dorrlibrary.michlibrary.org/reconsideration](http://dorrlibrary.michlibrary.org/reconsideration)) upon completion, with all information identifying the complainant redacted, while the judgment is in place.
- I. A written appeal of the Library Director's decision may be made by the requester to the President of the Library Board within ten (10) business days after the written decision is issued by the Library Director. The Library Board will review any documentation it deems necessary to make a decision and render their decision within 60 days of receipt of the appeal.
- J. The Library Board serves as the final authority in cases involving Library programming.
- K. Judgment for each challenged program shall be in place for a period of two (2) years from final disposition (beginning 10 days after the date on the Director's written decision, if there is no appeal; or on the date of the Library Board's decision if there is an appeal). This will render said program ineligible for a challenge for the entirety of those two (2) years if the program is retained. If the program is removed from the schedule, the same program and any program bearing a substantial resemblance to that program will be ineligible to be held at the Library or for two (2) years; if restricted, ineligible for a change in status. At the end of the two (2) year period, Library staff may re-evaluate and decide to schedule the program, at which time patrons are again able to challenge the program if they wish.

**Request for Reconsideration – Dorr Township Library**

Please complete this form and return it to a staff member.

Date \_\_\_\_\_

Name \_\_\_\_\_ Phone# \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Library Card Number \_\_\_\_\_

Do you represent:  yourself  an organization? (check one)

What type of material or service are you commenting on?

- Book  Magazine  Library Program  Movie  Music CD  Display/Exhibit  Newspaper  Audio recording  Slide  Internet Resource/Site  Other (brief description)

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

Title: \_\_\_\_\_

Author: \_\_\_\_\_

If commenting on a program/display/exhibit what is the title and the date?

Title: \_\_\_\_\_

Date: \_\_\_\_\_

How did this title/event/display/program/exhibit come to your attention? (Recommended by staff member, review, friend's recommendation, found on shelf, visited library, library calendar announcement, publicity announcement, etc.)

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What is it that you find objectionable? Please be specific; cite pages, excerpts, or scenes whenever possible.

\_\_\_\_\_

\_\_\_\_\_

Thank you for your comments. A member of our Administrative Staff will contact you regarding your concerns.

Please use the back of this page for further comments if necessary.