

POL-PUB.2018.64 Title: *Programs*

Type: User Services
Authority: CEO
Resolution No.: BMPL 2018-105 on 5-17-18; POL-PUB.2018.64
Associated Documents:

PUB 2018.64.1 Commitment Statement

Programming supports the BMPL’s mission. Programming provides information, invites public discussion, encourages curiosity and creativity, and promotes literacy and reading. Programming promotes the library, museum and gallery’s services and resources. This policy defines the provision of programs at the BMPL.

PUB 2018.64.2 Programs

1. Programs are defined as any group activity offered to the public that staff coordinate, plan and/or present.
2. The Library shall offer programs and events in the Library. Such programs shall be of an educational, recreational and cultural nature with the intent to provide enrichment in these areas.
3. The Library reserves the right to require pre-registration for some programs and may charge a registration fee to cover some of the costs associated with hosting the program.
4. The Library shall avoid duplicating program areas that are addressed by other organizations and institutions and shall cooperate with these groups whenever possible, enhancing existing programs and introducing alternatives.
5. Library programs shall appeal to diverse groups in the community and should stimulate public awareness of local talents and interests as well as those of a national or international nature.
6. Sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by presenters or participants.
7. Programs presented or promoted within the buildings which are not BMPL events are not endorsed by the board or staff. This limitation includes those presented by outside organizations in rental space.
8. The Library shall:
 - 8.1. Make available a wide spectrum of opinions and viewpoints;
 - 8.2. Select programs based on the interest and needs of the community;
 - 8.3. Use programs to promote interest in, and the joy of, reading;
 - 8.4. Use programs to promote interest in, and love of art and local artisans;
 - 8.5. Use programs to promote interest in, and education of heritage, history, and artefacts;
 - 8.6. Make programs available free of charge except for fundraising events to benefit the BMPL;
 - 8.7. Limit program attendance based on safe use of space, or when success of a program requires it;
 - 8.8. Make programs open to all, based on a first come, first served basis, either with advanced registration or at the door;
 - 8.9. Not offer programming that is purely commercial;
 - 8.10. Regularly evaluate the planning and delivery of programs;
 - 8.11. Make available a process for user feedback and expressions of opinions/concerns about programs.

9. The Library may:
 - 9.1. Offer programs for children, young adults, adults, and families;
 - 9.2. Offer programs aimed at specific populations or interest groups within the community;
 - 9.3. Participate in cooperative programs with other agencies, organizations, institutions, or individuals;
 - 9.4. Sponsor programs in or outside of the facilities;
 - 9.5. Promote programs through brochures, news releases, and the website;
 - 9.6. Allow presenters to display products or books for purchase.
10. A designated member of the staff shall be the responsible party for any program including planning and implementation.

PUB 2018.64.3 Children's Programming

In addition to general programming policies, the following also apply to Children's Programs:

1. The Library reserves the right to limit the number of children participating in any one program as well as limit certain programs to specific age groups.
2. The Library shall generally specify an age range as a means of limiting participation.
3. From time to time the Library may designate programs which require the attendance of a parent or guardian.
4. Parents or guardians of children aged 5 or under must remain in the Library even if their attendance at the program is not required.
5. See also the Children's and Teen Services policy.

PUB 2018.64.4 Tours

1. Employees shall conduct tours of the Library, Gallery or Museum for school classes and other groups in accordance with its philosophy of providing information services in answer to the broad range of needs and interests to all members of the community.
2. Tours shall be arranged well in advance of the planned date. They shall occur during open hours and shall be arranged at times suitable to the scheduled activities of each facility.
3. Fees may be charged for tours of the Gallery and Museum.
4. Any new user may request a tour of the facilities for resource finding purposes.

Original Approval: 5-17-2018

Amended On: _____