



Library-Initiated Programs Policy

POLICY: It is the policy of the Norfolk Public Library (NPL) to directly initiate and provide programs in the furtherance of its mission to promote and encourage lifelong learning, recreational interests, cultural exchanges, and a sense of community.

DEFINITIONS:

Library-initiated programs: includes but not limited to lectures, community forums, performing and visual arts, participatory workshops, technology programming, creative learning programming, wellness programs, story times, continuing education, fairs and conventions, book clubs, discussion groups, demonstrations, and presentations for social, cultural, educational, or entertainment purposes, delivered in-person or remotely.

PROCEDURE:

1. The Trustees, Director, and staff of the NPL believe that library-initiated programs are an important part of library service that:

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

2. The Board of Library Trustees is responsible for all library-initiated programs. The Trustees has delegated the authority to develop, plan, and implement programs to the Library Director. The Library Director may further delegate this authority to other NPL staff at his/her discretion.

3. The Library Director and his/her designees use these criteria in deciding to initiate and provide programs:

- Relevance to the vision, mission, goals, and objectives of the NPL
- Availability of program space
- Treatment of content for intended audience
- Presentation quality
- Presenter background/qualifications in content area
- Budget
- Relevance to community interests, needs, and issues
- Historical or educational significance

- Connection to other community programs, exhibitions or events
- Relation to NPL collections, resources, exhibits, and programs

4. The Library Director and designees may use community resources in developing programs and may partner with individuals and other community organizations as well as educational and cultural institutions to develop and present programs.

5. The Library Director and designees may hire professional performers and presenters who have specialized skill and expertise.

6. Library-initiated programs are posted on the NPL website at <https://norfolkpl.org/events/>.

- Many of the programs and classes offered through the Norfolk Public Library require registration prior to start of the program or class. The purpose of registration is to allow the library to allocate sufficient resources to these activities. Programs that require registration are identified on online and print calendars, in press releases, and on promotional materials.
- If a registered participant cannot attend a program or class, it is their responsibility to notify the library via online registration or telephone, at least twenty-four (24) hours prior to the start of the program or class. By giving advance notice of cancellation, registrants will remain in good standing.
- To ensure fairness, registrants who fail to appear for three (3) programs/classes will be ineligible to register for new programs for a period of six (6) months, and will instead be placed on a waiting list. If an opening is available, the registrant will be notified that he or she may attend.

7. Any individual may propose an idea, recommendation, or suggestion for a library-initiated program. Such proposals shall be provided in writing to the Library Director.

8. Library-initiated programs may be conducted at sites other than the NPL. In these instances, the sites shall be physically accessible to all users.

9. Library-initiated programs are not used for commercial, religious, or partisan political purpose nor for the solicitation of business.

10. All library-initiated programs are free and open to the public. The Library Director may approve a fee charge for certain programs to cover the cost of materials and supplies.

11. Consistent with the American Library Association *Library Bill of Rights*, library-initiated programs shall not be canceled because of the ideas or topics of the program or the views expressed by the participants or speakers or because someone may disagree with the content. NPL sponsorship of a program does not constitute an endorsement of the program content or the views expressed by the participants or speakers.

12. Any individual who objects to the content of a library-initiated program or the absence of one shall address his/her concern to the Library Director. If s/he is not satisfied with the Director's response, the complainant is able to request a reconsideration of that decision by completing the Request for Reconsideration of Library Materials form pursuant to NPL Collection Development Policy. This is reviewed by the Trustees who make the final decision regarding all requests for reconsideration.

REFERENCE: *Library-Initiated Programs and Displays as a Resource: An Interpretation of the Library Bill of Rights* (retrieved from <http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/programsdisplays>)

CANCELLATION: This policy cancels all previous policies, procedures, memorandums, messages, and directives on this subject.

APPLICABILITY: This policy applies to all NPL trustees, staff members, and patrons.

REVIEW DATES: Adopted 12/19/19
Revised and adopted 9/10/20
Revised and adopted 10/15/20