NORFOLK MASSACHUSETTS PUBLIC LIBRARY

Date of Origin: 12/19/2019
Date of Review: 09/17/2026

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: include, but are 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
    - Fosters a sense of community

2. The Board of Library Trustees is responsible for all library-initiated programs. The Trustees have 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 their discretion.

3. The Library Director and their 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/. Registration may be required for some programs for planning purposes or if space is limited. Those programs that require registration are identified on the NPL Events Calendar.

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. In-person 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 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 their concern to the Library Director. If they are 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, memoranda, messages, and directives on this subject.

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