

Program and Event Policy

POLICY STATEMENT

The Atlantic Public Library offers programs and events to connect the community to information, resources, and each other.

REGULATIONS

PURPOSE OF LIBRARY PROGRAMS AND EVENTS

The library director, adult services librarians, and youth services librarian share the responsibility for selecting and scheduling library events throughout the year. Events may be held at the library or at another designated location. Events held at the library may be offered during normal open hours or outside of regular hours.

Events should reflect at least one of the following:

- Encouraging the use of the library and all its resources
- Promoting literacy and developing a life-long love of learning
- Presenting information on issues of current interest
- Fostering civic engagement and discourse
- Creating or strengthening community relationships
- Fostering cultural awareness
- Facilitating the sharing of local talent, knowledge and expertise

CONTENT

Library events will connect attendees to a variety of ideas and perspectives. The presentation of a program does not constitute the library's endorsement of the content or views expressed by presenters and/or participants.

All programs and events must be open to the public. Every attempt will be made to accommodate all who wish to attend a program.

- Attendance may be limited if the number of participants reaches room capacity.
- Attendance may be limited when the safety or nature of a program requires it. This may be determined by first-come, first-served basis or by pre-registration.
- Programs designed for specific audiences may have attendance restrictions or requirements based on age. Programs designed for a general audience have no age restrictions.

Library programs will be offered free of charge. Library programs must be non-commercial in nature. Even if a businessperson or professional expert may present a program, the information may not promote their business interest nor solicit future business.

Sales are permitted with prior approval in the following circumstances:

- For fundraising to benefit the library or Friends of the Atlantic Public Library, and
- Items created by authors and artists responsible for the content of a library program.

Exceptions may be made at the discretion of the library director.

PROGRAM PARTNERSHIPS

The library welcomes program proposals from individuals and community groups. When collaborating with another organization, agency, or individual, the library partner will be evaluated on the following criteria:

- The event fulfills the purpose of a library program, as defined above.
- The program supports the library's mission and strategic priorities.
- The resources needed are available and appropriate.

Program partners are expected to actively participate in the development, promotion, presentation, and evaluation of the program. The library's role includes, but is not limited to: approving program design, furnishing space and equipment, promotion of the event, and offering supplementary resources from the library.

RECONSIDERATION

- Requests for reconsideration may only be made in writing, using the *Request for Reconsideration* form.
- Only residents of Atlantic, contracting cities, and rural residents of Cass County may submit a *Request for Reconsideration*. See Appendix A of the Collection Development Policy.

PROCEDURES

PURPOSE OF LIBRARY PROGRAMS AND EVENTS

The library staff shall work to offer a variety of programs throughout the calendar year. Some may be regular repeated events like book clubs and story time; some may be repeated for a limited number of meetings like a monthly or weekly discussion group; some may be presented once.

Programs and events are expected to be on the library calendar at least three months in advance so meeting room reservations can be accepted after library events are on the calendar.

Library staff may accept requests to repeat programs offered at the library to a specific group of people. This will only be as time allows and at the approval of the library director.

Outreach events or speaking engagements are ones where the library is invited to visit another group of people (usually off-site) to share information about the library or a library activity.

- The youth services librarian will schedule outreach for young children, children, teens, and general interest.
 - This includes classroom visits requested by teachers or administration of schools within the city limits of Atlantic.
- The director and adult services librarians will schedule outreach for adults and general interest.

CONTENT

Program planning utilizes library staff expertise, collections, services, and facilities in order to deliver quality events. Staff will consider the following criteria when making decisions about program topics, speakers, and resources:

- Community needs and interests
- Local relevance
- Historical or educational significance
- Relationship to current library collections, resources and other events
- Availability or location of program space
- Presentation quality and requirements
- Presenter's qualifications in content area
- Staff time, resources, and budget

Examples of when attendance may be limited:

- Reaching room capacity: turning away participants when the meeting room reaches 50 people
- Reaching supply capacity: number of drum kits available for a Drums Alive session
- Specific audience: only teens may attend teen events

If the cost of the presenter and/or supplies is deemed too high for the library's budget, staff may seek a program sponsor or get approval from the library director for a nominal per person fee.

PROGRAM PARTNERSHIPS

An outside organization requesting use of the meeting room is not considered a program partner. The library will not actively advertise or answer questions about public events being held at the library in which the library is not a partner.

Current Library staff may not be hired as outside presenters.

RECONSIDERATION

- When an individual or group has concern over program and event content, they are encouraged to address their concern with the staff member in charge of the program.
- If the individual or group requests further action, they will need to submit a *Request for Reconsideration* form to the Library Director, either by mail, email, or in person. The form is found in Appendix A of the Collection Development policy.
- Evaluation of this request will follow the same manner as any other reconsideration request as outlined in the Collection Development policy.
- If the reconsideration request form is submitted before the event of concern, the event will remain on the schedule until the Board of Trustees decision. It is possible that an event may take place while the reconsideration request is being evaluated.

GUIDELINES

CONTENT

The youth services librarian will schedule events for young children, children, teens, and general interest. The adult services librarians will schedule events for adults and general interest. The library director may assist with any events as time allows.

Some examples of attendance restrictions based on age are:

- Toddler Time story time for children 3 and under and their caregiver. An adult or teen who attends without a young child would not be allowed to attend.
- A book group for teens may be restricted to just teens and the librarian in order to create an environment where the teens feel more comfortable talking openly.
- An adult craft program that uses tools or techniques that are not safe for children may be limited to only adults.

As with the selection of materials for checkout, it is the responsibility of the parent/guardian of minors to select which programs and events are best suited for their child(ren).

RECONSIDERATION

- Requests for reconsideration may only be made in writing, using the *Request for Reconsideration* form. Only residents of Atlantic, contracting cities, and rural residents of Cass County may submit a *Request for Reconsideration* form. See Appendix A of the Collection Development policy.
- Events remain on the schedule until an official decision is made.
- The public has a right to question events at the public library.

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