

Programs Policy

1. Introduction: A library program is an event that promotes the use of library materials, facilities, or services and / or offers the community an informational, entertaining, or cultural experience. Programs are planned for the interest and enlightenment of all the people of the community. The James Kennedy Public Library strives to offer a variety of programs that reflect the broad range of community interests.

Priorities for library programming will be those programs that support the service directions that are part of the James Kennedy Public Library Strategic Plan:

General Information
Current Topics and Titles
Lifelong Learning

2. Age Groups: Programs are conducted for people of all ages.

- a. **Children's Programs:** Programs are conducted for children of all ages and their families for the purpose of promoting reading and the use of library resources and services, broadening literacy and language experience, and sharing the heritage of children's literature. Programs may also be offered based on patron request, or that would attract children to the library.
- b. **Young Adult Programs:** Programs are conducted for teenagers (generally considered to be 6th – 12th grade) to promote reading and the use of library resources and services. Attention is also given to programs that address concerns and issues facing teenagers, programs that are requested by patrons, and programs that may attract teenagers to the library.
- c. **Adult Programs:** A wide variety of programming is offered for adults of all ages, with priority given to programs that promote reading and literacy, the dissemination of information, and the appreciation of culture and the arts. Programs may also be offered that address the concerns and interests of the community, are based upon patron request, or that would attract adults to the library.

3. Policies:

a. Fees:

- Generally, library programs shall be free and open to the public. Optional charges may be levied for materials that the participants will keep.
- Public programs planned for library fund-raising may include an admission fee if such is approved by the Library Board of Trustees.

b. Enrollment:

- Attendance at programs shall not be restricted because of race, background, or beliefs. The library may limit attendance based on age, gender, etc; or require adult supervision as deemed appropriate based on content, space and target audience of the program.
- Due to space limitations, some programs may have limited enrollment. In these cases, since Dyersville residents support the library through their tax dollars,

when a program has limited capacity, first priority may be given to local residents.

c. Outreach Programs:

- The library may offer special or regular programs away from the library facility. These programs will typically be offered in partnership with another organization or to serve a special need.
- Examples of Outreach Programs may include but are not limited to visits to places that support the needs of senior citizens, visits to daycares and visits to schools.
- Programs may be offered on a regular basis (weekly / monthly) or be special one-time events.
- For any program that is offered regularly, guidelines will be developed defining what the program is, who is eligible, how frequently the program will be offered, and how participants will be selected.

d. Special requests:

- The library provides special group tours or library orientations upon request and as staff and time permit. Some aspects of these programs may be planned jointly with the requesting group. All children's groups must be well supervised by the organization sponsoring the visit.
- The library may provide special programs regarding library collections, facilities, and services upon request.
- The library may offer program opportunities away from the library facility. Programs may be offered at a different location because of space needs or target audience.
- The library may partner with other organizations to provide programs. The library policies for programs will apply to any co-sponsored event.

e. Other:

- Library programs may be cancelled or rescheduled due to low attendance, insufficient numbers registering, staff or presenter being unavailable, or other similar issues.
- The James Kennedy Public Library often takes photos of its programs, activities and their participants. These photos may be used in future brochures, flyers, web pages, news releases or other promotional materials. Those wishing not to be photographed or recorded should inform the photographer or library staff.
- Library programs will be non-commercial in nature. Although a businessperson or other professional expert may present a program, the information should be general in nature. No solicitation of business is permitted.
- The sale of products at library programs is generally not allowed. There are two exceptions:
 1. Because the library wants to encourage reading, writing, and the appreciation of culture and because distribution channels for these materials are often lacking, writers, performers and artists may sell their own works at the library following the library program.

2. The Friends of the James Kennedy Public Library may sell items at library programs they sponsor.

All program attendees are expected to abide by the rules described in the “Conduct in the Library” policy.

Adopted 6/06, revised 2/11
