

Timmins Public Library

Policy Type: Operational
Category: Services
Policy Title: Programming

Policy Number: TPL-SER-03
Policy Approval Date: Jan. 30/18
Policy Review Date: Jan. 30/21

The Timmins Public Library considers programming an integral part of the library service offered to the public. Library programs provide an opportunity to highlight collections, promote services and share knowledge and expertise. Programs raise the Library's profile in the community and provide opportunities for partnerships.

1.0 Definition: Programs are defined as any group activity offered to the public that staff coordinate, plan and/or present.

2.0 Program Selection/Development

Library programs have a positive impact on library use and provide general enjoyment and enlightenment for the community. Programs are developed to respond to emerging community interests as well as to sustain demonstrated interests and demands. The Library will offer a balance of large scale and smaller group program formats. The following criteria are considered when selecting or developing programs, although a program need not to meet all criteria to be acceptable.

Library programs should benefit the community by:

- stimulating interest in and use of Library services and collections
- encouraging literacy and fostering a love of reading
- offering training and assistance with new technologies used to provide library services
- promoting interest in literature, culture, information, and research skills
- encouraging individual life-long learning
- offering programs exploring local history
- attracting new or unique audiences to the Library
- creating and promoting community partnerships
- supporting existing, literacy-related community programs and services
- providing entertaining, enjoyable and educational experiences
- providing a safe, welcoming environment for meeting with others

Programs will:

- be offered within operational and budgetary limitations
- avoid duplication of services offered elsewhere in the community
- not be offered if they are purely commercial
- be evaluated regularly

The Library may:

- offer programs at the Library or outside the Library
- limit program attendance based on safe use of space, or when success of a program requires it
- set age guidelines for participation in children's programs when those programs are tailored to meet the different developmental stages of children, or when the Library staff or program facilitator deems the content to be best suited to a particular audience
- offer programs in English and/or French (bilingual programs offered when possible)
- offer programs on a cost recovery basis

3.0 Program Delivery

Program content will be presented by staff with knowledge or training in the topic, or may feature experts from the community including:

- Authors and illustrators
- Performers
- Experts in the field from a community partnership
- Community members with expertise relating to the programming topic

4.0 Community Partnerships

The Library may partner with individuals, non-profit organizations (agencies, groups, associations, clubs or institutions) and for-profit organizations for programming content. The Library may provide content and present programs in other venues, and other organizations may provide content and present programs at the Library. In some cases, content will be delivered as a joint presentation. The Library will consider content that meets the criteria above and supports the Library's mission, vision and values.

When partners provide content, the Library will waive room rental fees as per the *Community Use of Meeting Space* policy. Staff support for promotion and on-site assistance may be provided. Statements made or positions taken during programs do not necessarily reflect the opinions or values of the Timmins Public Library.

5.0 Commercial activities

The Library does not allow commercial advertising and direct solicitation. Sales of goods and services are not permitted unless authorized by the Library CEO except for books sold at author readings or book signings. Business professionals giving information sessions do not receive an honorarium, but may provide a business card or contact information to participants who request it.

6.0 Registration

Programs are open to all, based on a first come, first served basis, either with advanced registration or at the door. Fee-based programs require pre-registration along with payment.

The Library reserves the right to cancel programs as deemed necessary, and will make every effort to notify the public.

7.0 Liability

The Library does not assume responsibility for damages, personal injury, illness or theft arising from participation in any program, or in any facility, or at any location where a program is held.

The Library does not assume responsibility for the supervision of children attending programs. Some Library programs require the parent or caregiver to accompany the child during the program. For all other Library programs, children under the age of 10 must be accompanied by a parent or caregiver to the program room for drop-off and pick-up due to security concerns. Parents/caregivers for children under the age of 10 must remain present in the building during the program, as per the Unattended Children policy (TPL-CHI-11).

Parents and caregivers are encouraged to inform program facilitators if the child has any pertinent medical, physical or allergy problems.

8.0 Suggestions for programming

Members of the public are welcome to suggest topics for future programs and events. These suggestions will be considered in light of the programming criteria and library resources. Not all suggestions will be used.

REFERENCES:

TPL-SER-10 Community Use of Meeting Space policy

TPL-CHI-11 Unattended Children

Motion: TPL- 18-05

Chairperson:

Michael Doody
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