

Racine Public Library Programming Policy

I. Purpose of the Programming Policy

This policy defines the purpose and scope of programming conducted by or on behalf of the Racine Public Library. This policy also defines the eligibility for this service.

II. Definition and Purpose of Library Programming

Ultimate responsibility for programming at the Library rests with the Executive Director, who administers under the authority of the Board of Trustees. The Executive Director, in turn, delegates the authority for program management to the Deputy Director, who oversees this responsibility through designated staff. Programs may be held onsite at any Library agency, off-site, or virtually.

The Library provides a wide range of programming opportunities to community members of all ages. Library programming can take many different forms, including but not limited to:

- Storytimes
- Group visits and tours
- Informational and educational programs and classes
- Craft and maker programs
- Book groups and discussions
- Paid or unpaid performances by outside contractors
- Partnerships and collaborations with other community organizations

Criteria used to determine the appropriateness of Library programming includes, but is not limited to:

- Community needs and interests
- Availability of program space
- Staff capacity
- Treatment of content for intended audience
- Presentation quality
- Presenter background/qualifications in content area
- Budget
- Historical or educational significance
- Connection to other community programs, exhibitions or events
- Relation to Library collections, resources, exhibits and programs
- Safety of community members and Library staff

III. Availability of Service

The final determination of eligibility for a group visit or outreach program is left to the discretion of the Library staff. All Library programs are open to the public. The Library's philosophy of open access to information and ideas extends to Library programming, and the Library does not knowingly discriminate through its programming. Library program attendees, contracted presenters, and community partners will not be excluded because of their origin, age, or gender. Library staff who present programs do so as part of their regular job and are not hired as outside contractors for programming. Animals that are

part of Library sponsored programs must be accompanied at all times by their handler and/or trainer. Any sales of products at Library programs must be approved by the Library. Programs are not used for commercial, religious, or partisan purposes or the solicitation of business. Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by participants.

A fee may be charged for materials for certain types of Library programs. Registration may be required for planning purposes or when space is limited. Even in the event of pre-registration, the Library does not guarantee seating once a program has begun. The Library reserves the right to deny attendance to anyone in violation of the Library's Rules of Behavior Policy. Adult supervision is required at all programs involving youth, in accordance with the Library's Safe Child Policy, unless otherwise stated by the program facilitator. Social distancing and the wearing of masks may be enforced as deemed necessary by federal, state, or local government, The City of Racine Health Department Administrator, or the Library Board of Trustees.

Requests for group visits and outreach programs must be made at least two weeks prior to the date of the requested program. The Library may refuse a program or tour request if:

- The required notice is not given
- Another program is being held at the same time
- The purpose of the program does not meet the Library's criteria for programs
- The program would present a risk to Library staff or program participants
- The outreach location is outside of the Library's service area, which is defined as Racine County east of I-94
- There is not enough staff available for the time requested

Program participants should expect that photographs/video will be taken at events and used on the Library's social internet sites and/or website. Library staff will make an announcement prior to an event if the event will be photographed or filmed. Participants may request that their image not be used by the library.

The Library welcomes expressions of opinion from community members concerning programming. If a patron questions a Library program, they should address the concern with a Library staff member.

Approved by: RPL Board of Trustees
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