

## **Charlton Public Library Program Policy**

Library programming supports the Library's mission to enrich the lives of all people by creating connections, advancing knowledge, and inspiring creativity. The Library strives to offer a variety of programs for all ages that:

- reflect the community's interests
- encourage library usage
- promote library materials
- extend library service to the community

Programs are a means through which the public can share experiences, appreciate special interests, and exchange information. All programs shall be open to the general public; however, some programs may be designed with specific audiences in mind, such as children's programs and story times. Programs targeted toward specific audiences will be publicized as such.

Attendance at programs may be limited either due to space limitations or due to the nature of the program. Registration for programs may be done on the library website's calendar of events, or by calling or visiting the library. In keeping with Massachusetts General Laws (Chapter 78, Section 7), names of registrants are confidential.

The Charlton Public Library reserves the right to promote library-sponsored programs as it sees fit. Such promotion may include, but is not limited to, the use of social media, in-house marketing, photography, video, print, and online media. Library-sponsored programs may be held on-site, off-site, or online. Such locations may include schools, community centers, information fairs, and area businesses.

Library-sponsored programs shall be at the discretion of the Library Director, who, in turn, delegates program management responsibility to designated staff. The library's philosophy of open access to information and ideas extends to library programming. Library sponsorship of a program does not constitute or imply an endorsement of its policies, beliefs, or program by any library personnel or by the Town of Charlton. In keeping with the American Library Association Bill of Rights – Access to Resources and Services to Minors, parents/guardians, not the library, are responsible for monitoring attendance of their children at library programs. Grant-funded programs will be subject to the regulations of the grantor. Library staff who present programs do so as part of their regular job and are not hired as outside contractors for programming. Programs advocating discrimination based on sex, race, religion, or age cannot be held at the Library. The Library does not offer programs of a commercial nature. Library-sponsored programs must have a special educational, informational, or cultural value to the community.

The Library may draw upon other community resources in developing programs and actively partner with other community agencies, organizations, educational and cultural institutions, or individuals to develop and present co-sponsored public programs. Professional performers and presenters who reflect specialized or unique expertise may be hired for Library programs. The Library will not be held liable for the consequences of any information presented by a speaker during a library program.

Co-sponsored public programs targeted toward patrons under the age of 18, will have a dedicated library staff member present and will be subject to all the same criteria as Library created events. Library staff use the following criteria in making decisions about program topics, speakers, and accompanying resources:

- Community needs and interests
- Availability of program space
- Relevance/appropriateness of program to Library's mission
- Presenter background/qualifications in content area
- Budget and cost of program
- Staff time required for planning, promotion, and execution of program
- Connection to other community programs, exhibitions or events
- Relation to Library collections, resources, exhibits and programs

Persons interested in presenting a library program may submit a proposal to library staff via email that will be reviewed according to the above criteria and scheduling availability in the upcoming programming season. Program proposals will not be fielded at the Circulation Desk or over the phone. Acceptance of a programming proposal does not guarantee that the program will be put on at the library. Selection of a program during a particular year does not set a precedent for a program to be reoccurring at the library. Program presenters for programs targeted towards patrons under the age of 18 will be required by the Library Director to fill out a Commonwealth of Massachusetts Criminal Offender Record Information (CORI) acknowledgement form prior to their presentation at the library.

The Town of Charlton assumes no responsibility, financial or otherwise, for accidents or injuries sustained by individuals or groups of individuals while attending a library-sponsored program.

Approved by the Board of Library Trustees on May 21, 2026