



Upper Dublin Public Library Library Programs Policy

*Connecting people and ideas to educate, inspire and strengthen the Upper Dublin Community—
We're About you!*

SCOPE

The UDPL offers a variety of programs to visitors throughout the year, planned and developed by Library staff. Programming is an integral part of library services, providing ways for the Library to share with and engage the community in information, ideas, and experiences. Library programs are broadly defined and may include: storytimes, outreach events, displays, exhibits, classes, workshops, speakers/lectures, authors, and other experiences. Similar to the Library's collections, the UDPL strives to make library programs freely accessible to the community.

Upper Dublin Public Library provides programming that aligns with the library's mission of "connecting people and ideas to educate, inspire, and strengthen the Upper Dublin community." Library staff strategically select and schedule presenters, topics, and formats based on these guiding factors, and in accordance with the guidelines stated by the American Library Association in its Library Bill of Rights:

- Expands the library's role as a community resource
- Introduces patrons and non-users to library resources
- Provides entertainment and enrichment
- Provides opportunities for lifelong learning
- Expands the visibility of the library

RESPONSIBILITY FOR PROGRAM PLANNING/MANAGEMENT

Authority for program planning and management is delegated by the Library Board of Directors to the Library Director and the Director's designated staff. Program suggestions and proposals from presenters and members of the community are welcome. However, Upper Dublin Library staff retains the right to determine which programs and events are scheduled. Program Requests may be submitted using the **PROGRAM REQUEST FORM**.

PROGRAM PLANNING CRITERIA

Library staff may use, but are not limited to, the following criteria and considerations in program planning. A program need not meet all of the criteria to be acceptable, nor will any single criterion be decisive. Neither the order of the general criteria nor the order of items in a list of specific criteria indicates relative importance.

- Relation to library mission, strategic plan, and service goals
- Community needs and interest
- Presentation quality and treatment of content for intended audience
- Presenter background/qualifications/reputation
- Clearances for Youth Programming (18 and under)
- Budget and staffing considerations

- Historical or educational significance
- Relevance and timeliness of local, world, and current events
- Health or safety considerations
- Representation of diverse cultural backgrounds, opinions, and viewpoints
- Connection to other community programs, exhibits or events
- Popular appeal
- Suitability for intended audiences
- Availability of physical and virtual library space & resources (which includes staff and technology)
- Consideration for the principles of accessibility and equity, and alignment with the library Diversity, Equity, & Inclusion statement.
- Programs will not be primarily commercial or for the solicitation of business.

Library sponsorship of a program does not constitute or imply an endorsement of the partner or presenter's policies or beliefs by any library personnel or by Upper Dublin Public Library or Upper Dublin Township.

CO-SPONSORED/PARTNER PROGRAMS & PROFESSIONAL PRESENTERS

Upper Dublin Public Library may partner or co-sponsor with other agencies, organizations, and businesses provided the programs are compatible with the library mission and goals outlined in our strategic plan. The library will generate joint programming and invite partners to co-sponsor or collaborate. Co-sponsored programs must include involvement by library staff in the planning of program content.

Additionally, professional performers and presenters who offer specialized or unique expertise may be hired for library programs.

Library staff will work with co-sponsors and performers and presenters to develop an advertising plan. All related advertising for programs must be pre-approved by Upper Dublin Library staff.

PROGRAM ATTENDANCE & PROCEDURES

- Programs are open to the general public, subject to age restrictions, but some programs may be designed with specific audiences in mind.
- In no case will attendance at a program be limited because the content of the program may be controversial.
- In some cases, the nature and success of a program may require that attendance is limited based on age, especially programs intended for children and teens that are geared to their interests and developmental needs.
- UDPL reserves the right to limit the number of participants in a program. Every attempt will be made to accommodate all who wish to attend a program. However, when safety or the enjoyment of a program requires it, attendance may be limited. When limits must be established, attendance will be determined on a first-come, first-served basis, either with advanced registration or at the door.
- Programs may be held onsite at the Library, off-site, or virtually via video conferencing software, such as Zoom, or a combination of all of these modes.
- The Library cannot accommodate events that are expected to exceed code-established room capacity.
- The Library staff has the discretion to cancel programs based on library needs, to be rescheduled or not. Staff will provide as much notice as possible. This includes weather-related cancellations.

- Programs are scheduled to occur during normal hours of operation or special hours as designated by the Library Director. A library staff member must be on the premises during all programs.
- All library programs, with rare exception, are free to the participants.
- The Library may approve the sale of items related to the program with pre-approval. In addition, a program participation fee may be charged, with prior library approval to recover the cost of materials, or supplies, or presenter fees when it would otherwise not be feasible to offer the program.
- All program-specific rules and procedures will be shared with attendees. Any attendees in violation of program-specific rules or procedures will be asked to leave.
- All program attendees and presenters are subject to the Library Use Policy. Library staff will remove any participants in virtual or in-person programs who continually disrupt the program or violate any library policies or procedures.
- Programs, both in-person and virtual, may be recorded per the Library Media Relations Policy.
- The library reserves the right to use video or photographs taken of program participants for internal use, publication, and use in promotional outlets, and for evaluation purposes. Please see the **Library Media Relations Policy** for further details.

THIS PROGRAMMING POLICY DOES NOT APPLY TO:

- Events that are developed for special library-related purposes such as donor recognition, fundraising, or media conferences.
- Programs offered by other organizations on library premises where space is reserved under the terms and conditions of the **Upper Dublin Township Meeting Room Policy (link to policy)**. The Library cannot assist in publicizing these programs.

STATEMENT OF CONCERN

Upper Dublin Library welcomes expressions of opinion from patrons concerning programming.

Questions about programs will be directed to the librarian in charge of the planning and implementation of the program. If the individual still desires to question the appropriateness of the program, a request should be made in writing by completing and signing the form entitled “**Statement of Concern**” (available at the library service desks) and submit it to the Library Director.

Upon receipt, the Library Director will appoint an ad hoc committee of library staff including, but not limited to, the Director and the librarian responsible for planning the program. Referring to the Library Program Policy, the committee will review the request and make a decision.

The Director will communicate the committee’s decision in writing to the person who initiated the request and to the Library Board of Directors. In the event that the person who initiated the request is not satisfied with the committee’s decision, the person may request a hearing before the Library Board of Directors at their regularly scheduled meeting by making a written request to the President of the Board. The Board reserves the right to limit the length of the presentation and number of speakers. The Board will determine whether the Statement of Concern has been handled in accordance with the Library’s stated policies and procedures. On this basis, the Board will vote to uphold or override the decision of the Director.

Adopted by the Upper Dublin Public Library Board 3/15/2023