



Library Public Policy

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Policy Number P15		Pages 3

Programming Policy

Policy Statement

Library programs reflect the Pickering Public Library’s mission, strategic direction and priorities and are considered an integral part of library service.

The Library’s philosophy of open and equitable access to information and ideas extends to Library programming. The Library also maintains impartiality. Hosting a program does not constitute an endorsement of the program topic or the views expressed by speakers or participants. Speakers and resources will not be excluded from programs because of possible controversy.

Principles:

Library programs are intended to:

- Stimulate an interest in Library services and resources.
- Promote reading and literacy.
- Develop digital skills or feature new technology.
- Stimulate imagination and creativity.
- Stimulate curiosity and a lifelong love of learning.
- Make a connection between people, ideas and cultures in an open and respectful manner.
- Promote an awareness of contemporary issues and information required to engage in society.
- Provide entertaining, enjoyable and educational experiences.
- Teach research and information skills.
- Create and promote community partnerships.
- Create a welcoming environment for the community.

2. The Library does not charge a fee for literacy-based programming, such as preschool storytimes. Other Library programs are usually free; however, the Library reserves the option to charge a fee to recoup the Library's cost of presenting a program.
3. Programs will be developed with consideration for the principles of accessibility. Programs will be offered in an open and equitable manners to all members of the community. From time to time, this may mean placing limits on individual access to some programs in order to ensure fair access to all.
4. Registration may be required for planning purposes or due to space limitations.
5. If registration is required for a program and a wait-list is created, Library staff have the right to allow wait-list registrants into the program if there are registered clients that are no shows. It is responsibility of clients to show up on time. Latecomers may not be admitted.
6. The Library values feedback from clients concerning programming. Evaluation forms are handed out at programs to gather your feedback. Other comments can be addressed to the Library staff member who is running the program or to the Manager of Community Engagement, Sabrina Yung, at sabrinay@picnet.org.
7. **Co-Sponsored Programs**
Co-sponsored programs with community organizations or agencies operate with the support of the Pickering Public Library. They must align with the Library's mission and goals, be of sufficiently high quality and be relevant to the community. Library resources required to support a co-sponsored program are discussed in advanced and summarized in a Co-sponsored Program Agreement Form.

Co-sponsored programs must be open to the public and free of charge to participants. If a fee must be charged to participants, it must be a nominal, cost recovery fee only and captured on the agreement form in advance.

A Co-Sponsored Program Agreement Form will define the terms of the sponsorship: program details, branch location, dates and times, audiovisual equipment needs and training, advertising support and formal recognition of the sponsorship. The demand on Library staff resources must be reasonable and clearly outlined in this agreement. The agreement will have a set time period and a new agreement must be signed for continued partnership.

The room rental fee will be waived for co-sponsored events. Training is required to use the Library's audiovisual equipment and arrangements must be made in advance.

The Library may refuse a co-sponsored program opportunity due to space or resource limitations or if the event is deemed inappropriate or incompatible with the Library's mission or goals.

To discuss a co-sponsored program opportunity with the Library, please contact Sabrina Yung, Manager of Community Engagement at sabrinay@picnet.org or 905-831-6265 ext. 6253

The Director of Public Service, Kathy Williams, is responsible for the delivery of programs that reflect the service needs and interests of the Pickering community as outlined in the Library's Strategic Plan. She can be reached at kathyw@picnet.org or 905-831-6265 ext. 6251.

Alternate formats available upon request. Please talk to Library staff.