

Programming Policy

I. Purpose

The Farmington Community Library (“Library”) offers programming as a service to the community. Library-sponsored or co-sponsored programs and events (“programs”, “events”) may take place on-site at either location, off-site, or in a virtual space. They are intended to further the Library’s mission, strategic goals and objectives, and its role as a community gathering place.

Programs and events should address one or more of the following educational, recreational, and/or civic needs:

1. Expand the Library’s role as a community resource
2. Introduce patrons and non-users to Library services
3. Increase awareness and use of Library resources
4. Provide entertainment, expertise, or timely, useful information
5. Promote literacy and lifelong learning
6. Foster community engagement and create opportunities for meaningful interactions and social connections

II. Intellectual Freedom

The Library provides an impartial environment in which individuals can attend programs and events representing many different points of view on a variety of topics. The American Library Association's *Library Bill of Rights* and *Library-Initiated Programs and Displays as a Resource* guide the Library’s development of programs and events.

Programming decisions follow the Library's mission and its ability to meet the expressed or anticipated needs and interests of the community. Decisions are not made based on any anticipated approval or disapproval of the program or event. The Library will strive to offer multiple viewpoints however, it is not obligated to represent multiple and/or opposing viewpoints within any one event, series, or programming season.

The Library recognizes some topics may be controversial and offend some people. Only individuals can determine what is appropriate for their needs and can define what event or information is consistent with their personal or family values. Individuals can apply those values to the attendance of Library programs and events only for themselves. Parents and legal guardians are responsible for their children's attendance at programs and events.

The content, views, and opinions presented during Library-sponsored or co-sponsored programs and events do not constitute an endorsement from the Farmington Community Library, Farmington Community Library Board ("Library Board"), or Farmington Friends of the Library.

III. Event Determination

Ultimate responsibility for programming at the Library rests with the Library Director, who administers it under the authority of the Library Board. The Library Director, in turn, delegates the authority for approved event management to the Adult Services and Children's Services Department Heads who oversee this responsibility through delegation to designated staff. The Library Director has the discretion to determine which programs and events the Library shall sponsor or co-sponsor. This policy does not apply to any event that is not conducted or co-sponsored by the Library. The Library's Meeting Room Reservation Policy applies to the use of meeting rooms, including events held on Library property that are not sponsored or co-sponsored by the Library.

IV. Criteria for Events

The Library strives to provide high quality events for its community. Library staff, relying on their training, education, and expertise, plan and develop events for the community based on:

1. Relevance to community interests
2. Popular appeal and demand, both existing and anticipated
3. The Library's mission and strategic plan goals and objectives
4. Suitability for general or targeted audiences
5. Cost, funding, and space considerations

The Library is committed to responding to emerging community interests as well as established interests and demand. Expanding areas of knowledge, technological advances, and changing social and cultural trends require Library staff to keep pace with new developments. Demographic and survey data collected at regular intervals may be used to develop programs and events that are representative of the community and their interests.

Event and program suggestions from the public and/or unsolicited offers from individuals, organizations, or businesses to present programs will be evaluated by the same standards used to select Library-initiated programs. Programming suggestions and offers must be submitted by email through the general contact on the Library's website or directly to the Heads of Adult or Children's Services. The Library receives many suggestions and offers for events from interested parties and is unable to provide responses to all solicitations.

Program presenters may include Library staff with relevant skills or expertise, volunteers or staff from co-sponsoring organizations, authors, performing artists, speakers with recognized credentials or relevant experience, and qualified instructors and trainers. They are selected based on their expertise, public performance experience, critical reviews, and references. Preference is given to local presenters. All presenters for Library-sponsored or co-sponsored events must sign a Performance Contract with the Farmington Community Library unless otherwise specified by the Library Director. Presenters may be compensated for their program or event in the form of an honorarium.

Events are not designed for religious or political purposes or for the promotion or solicitation of any religious or political organization or ideology. While individuals from religious or political communities may be invited to speak or present, such programs are intended solely to educate, inform, entertain, or otherwise further the Library's mission.

Events are not designed for commercial purposes or for the solicitation or promotion of any business or commercial endeavor. Although a presenter may have a business affiliation, such programs are intended solely to educate, inform, entertain, or otherwise further the Library's mission. The presenter may leave business cards for participants to pick up after the program should anyone be interested in purchasing items or services from the presenter.

V. Co-Sponsorship of Events

The Library may co-sponsor events with organizations, entities, and individuals whose mission and goals are compatible. Co-sponsorship decisions are made based on shared interests, responsibility, and benefits. The Library Director has the sole discretion to determine whether to co-sponsor an event according to the criteria set forth in this Programming and Events Policy. If the Library wishes to co-sponsor an event, individual or organizational partners must collaborate with the Library's Marketing and Community Relations Director on marketing efforts. Co-sponsors may not use the Library's name, logo, address, phone number, website, or any other information in any form of marketing without prior approval from the Library Director. If a person or organization desires to co-sponsor an event with the Library, such a request must be submitted by email through the general contact on the Library's website or directly to the Heads of Adult or Children's Services.

VI. Event Management

All Library-sponsored and co-sponsored programs and events are subject to the following rules:

1. All Library-sponsored and co-sponsored programs and events are free and open to the public, including district non-residents and non-cardholders. The

Library Director may permit the Farmington Friends of the Library to conduct fundraising activities, programs, and events on-site at either location.

2. Events may be designed for, advertised as, and limited to a specific audience, age, or grade level to ensure the safety of the participants and the intended purpose of the program.
3. Accommodations are available to individuals with disabilities pursuant to the Library's Americans with Disability Act Compliance Procedure.
4. Event attendance will not exceed the capacity of its space as determined by the Fire Code.
5. Decisions concerning an event's audience, registration, capacity, late arrivals, and allowable walk-ins will be made by Library staff supervising the event.
6. Library staff have the discretion to cancel programs, to be rescheduled or not, at any time and for any reason.
7. Unless otherwise stated, attendance for all events is determined on a first-come, first-served basis.
8. Some programs and events may require tickets or registration. This is done in order to: not exceed the capacity of the venue; ensure the audience meets all requirements; allow the presenter to adequately prepare for the number of people attending; and ensure the success of the program. For high-demand events, the Library may create a waitlist in lieu of allowing walk-ins.
9. The Library reserves the right to deny attendance to anyone or ask anyone to leave an event if they become disruptive to presenters, performers, audience members, or staff or anyone in violation of the Library's Expected Behavior Policy.

10. All event attendees are subject to the Library's Photography and Videography Policy. Attendance at Farmington Community Library programs and events constitutes consent to be photographed or filmed for use in print and/or electronic publicity for the Farmington Community Library.
11. Sales of products or services that are incidental to Library programming may be permitted if approved in advance by the Library Director.

VII. Programming Concerns and Requests for Review

Patrons with concerns about a Library program, should first address them with Library staff. Patrons who believe a program conflicts with the Library's Programming and Events Policy may initiate a request for review by completing and submitting a Programming Request for Review Form which is available at each FCL location and online. The completed form will be forwarded to the Library Director who will appoint a committee of two or more staff members to research and evaluate the program. Neither the development or cancellation of an event will be determined by pressure from a group or individual. The committee will make a recommendation to the Director who will then render a decision. The Library Director will prepare a written reply to the individual submitting the form. The Library will not convene a Review Committee relative to the same request for review for a period of three years.