
Policy Type:	Operational	Policy Number: OP – 10
Policy Title:	Programming Policy	
Previous versions:	2020, 2021	
Last review/revision date:	May 29, 2024	Next review due: 2028

OP – 10 Programming Policy

Purpose:

The Hanover Public Library’s (*the library*) Programming Policy is intended to provide a framework for the provision of library programs.

Scope:

This policy applies to all employees, volunteers and agents who provide or support library programming. This policy does not apply to events that are developed for special or specific purposes, such as fundraising or donor recognition.

Policy Statement:

The library considers programming to be an integral part of its mission and strategic priorities, and strives to offer programs that complement library services and collections. Library programs should provide information, invite public discussion, encourage curiosity and creativity, and promote literacy and reading within the library.

Library programs provide opportunities for learning, encourage participation in civic life, and address the cultural and recreational interests of the community. They nurture community engagement and reduce social isolation by bringing people together. They attract new audiences and potential members to the library. They raise the library’s profile, reinforcing its essential role in the community.

Definition:

A *program* is a coordinated activity, event or presentation with a specific purpose. For example; story time, guest lecture/speaker, class visit or craft workshop. Programs may take place in the library, out in the community or online.

Underlying principles:

The library’s mission statement is to be a welcoming upbeat community hub, enhancing the quality of life for all, empowering everyone to reach their potential through access to resources and activities for relaxation and lifelong learning.

Under the Hanover Public Library Board’s policy *Intellectual Freedom*, the board and library take no position on the views, ideas or opinions expressed in library resources, services or programs.

Guidelines:

The library will:

- a) select programs based on the interests and needs of the community; and

- b) offer programs for children, young adults, adults, seniors and families; and
- c) assign appropriately skilled staff to manage or present programs for specific audiences, such as children; and
- d) endeavour to avoid duplicating services offered elsewhere in the community; and
- e) use programs to promote interest in, and the joy of, reading and lifelong learning; and
- f) strive to provide affordable and accessible programs; and
- g) make programs open to all, on a first come, first served basis; and
- h) decide on attendance fees for programs based on program presenter costs, material costs, skill level needed, staff time available, and intended audience; and
- i) make available a process for customer feedback and expressions of opinions/concerns about programs.

The library may do one or more of the following:

- a) limit program attendance based on safe use of space, or sufficiency of program materials/supplies;
- b) charge for attendance in order to offset the costs of running a program;
- c) participate in cooperative programs with other agencies, organizations, institutions or individuals;
- d) co-sponsor programs;
- e) allow presenters to display materials, creative works or books for purchase with a percentage of sales to be donated to the library based on program presenter cost (if no presenter fee is charged, no donation will be required);
- f) seek sponsorship or grant funding to support sustainable programming.

Partners and sponsors:

While the library may collaborate with other organizations to provide local programming, the library cannot be seen to favour any one organization over another, and does not endorse any third-party product or service. Programs presented by partners must provide value, information or opportunities to learn and discover. Third-party program presenters may refer to their commercial products or services but may not solicit business, except for authors and creators providing books and original creative work for sale.

Sponsors, grants and partner organizations will be acknowledged.

Cancellations:

The library reserves the right to cancel programs as deemed necessary, and will make every effort to notify the public in advance. A refund will be issued only if the library cancels a program. The library will not be held responsible for any third-party costs as a result of cancellation.

Related Documents:

Hanover Public Library Board. *Intellectual Freedom*
 Hanover Public Library. *OP12-Children and Teen Services Policy*
 Hanover Public Library. *OP13-Unattended Children Policy*
 Hanover Public Library. *FR-02-Sponsorship & Donation Policy*