

# Programming Policy



## **Purpose**

The Leach Public Library offers programs to help meet its mission to provide a variety of resources to meet the community's informational, recreational and cultural needs. Programs are defined as any activity offered to the public that is planned, presented and/or supported by a library staff member or a library-designated presenter. This policy is intended to cover only library and library-sponsored programs, held both on and off-site; private events and meetings held in the library's meeting room are covered by the Meeting Room Policy.

## **Program Criteria**

Library programs and sponsored programs will reflect the community's needs and interests, expand the role of the Library within the community, and will be free and accessible to the public regardless of age, race, gender, religion, background, or ability. The Leach Public Library does not deny access to library programs based on patron account standing. Participants' personal information will not be collected or shared. Reasonable accommodations will be made for people with disabilities upon request and if feasible.

Limitations may be placed upon the number or the ages of program participants based on the program's intended audience, available space, requests made by presenters, and staff discretion. In these cases, preregistration may be required. A small fee may be charged for certain programs in order to recover the cost of presenter fees or special supplies, at the discretion of the Library directory.

## **Photography and Filming**

Leach Public Library staff may photograph or film library programs for use on the library's website, social media, and promotional materials. Attendance at a library program constitutes consent of all attendees and consent of the parents/legal guardians of minor children to use these images at the library's discretion. To ensure privacy, especially of child participants, images will not include full names or personal identifying information. Program participants may request that their image not be used or displayed.

### **Limitations**

Library programs may not be commercial in nature, and may not be used to further specific religious or political ideals. Programs may be cancelled or postponed for various reasons including inclement weather (in cases when Wahpeton Schools close or close early, Library programs will be cancelled), presenter illness, or lack of registration.