

DOWNINGTOWN LIBRARY COMPANY PROGRAMMING POLICY

The Downingtown Library Company (DLC) supports its mission of connecting people with the world of ideas and information by developing and presenting programs that provide additional opportunities for information, learning, and entertainment. Library sponsorship of a program does not constitute an endorsement of the content of the program, the presenter or the viewpoints expressed by the participants. The DLC's philosophy of open access to information and ideas extends to library programming, and the library does not knowingly discriminate through its programming. Programming is an integral component of library service that:

- expands the library's role as a community resource
- introduces customers and non-users to library resources
- provides entertainment
- provides opportunities for lifelong learning
- expands the visibility of the library.

The ultimate responsibility for programming at the library rests with the Library Director or designee, who administers under the authority of the Board of Directors.

The library staff uses the following criteria in making decisions about program topics, speakers, and accompanying resources:

- community needs and interests
- availability of program space
- intended content for target audience
- presentation quality
- presenter background/qualifications in content area
- budget
- relevance to community interests and issues
- historical or educational significance
- connection to other community programs, exhibitions or events
- relation to library collections, resources, exhibits and programs.

Programming Logistics:

- Registration may be required for planning purposes or when space is limited.
- A fee may be charged for certain types of library programs.
- Only the DLC will arrange for publicity and promotion of the program.
- The program will not be sales or promotional-oriented.

- To protect the privacy of our patrons, speakers may not collect names, addresses, email addresses or phone numbers of attendees during the programs.
- Speakers may bring business cards or brochures for attendees to pick up but not handed out.
- The library may collect patron information for registration and cancellation purposes only. Speakers may not have access to this data. Registration lists shall not be saved or disseminated.
- The library may solicit participants' feedback regarding the program. Speakers may request to obtain the feedback after the program.

Adopted September 19, 2019