

## **Goffstown Public Library Public Programming Policy**

The Goffstown Public Library will serve as a primary resource for community information needs. It will provide a comfortable place for citizens to access quality materials and programs, enhance cultural awareness and to explore issues of local, national and global interest.

With that mission in mind, programs are selected by Library staff based on their relevance to community needs and interests, popular appeal, and suitability for the age group for whom the program is intended. The following criteria are used in making decisions about program topics, speakers and accompanying resources:

- Expressed community needs and interests
- Budget and cost of program
- Availability of space required for the program
- Historical or educational significance
- Connection to other community programs or events
- Presenter background/qualifications in content area
- Treatment of content for intended audience

Types of Library programs include, but are not limited to:

- Book discussions
- Story time for children
- Author visits/readings
- Artistic and music performances
- Movie showings
- Demonstrations and workshops
- Instructional classes
- Lectures and presentations
- Exhibits and associated programs
- Community forums that may include sensitive and/or controversial subject matter
- Library tours and orientations

No Library programs, whether presented by Library staff or outside performers and presenters shall be used for commercial, religious, or partisan purposes or the solicitation of business. This includes programs offered for free but with the intention of soliciting future business.

The sale of books or CDs is permissible as part of an approved Library program. Presenters are encouraged to donate a copy of their work to the Library, if not already owned, for inclusion in the Library collection.

No fees may be charged to people attending Library programs except with the approval of the Library Director. The Library's philosophy of open access to information and ideas extends to Library programming, and the Library does not knowingly or intentionally discriminate through its programming.

Programs for children and teens are offered to age-specific audiences. Some programs may require individuals to register using a Goffstown Library card and/or may be limited based on space and supply requirements. A waiting list is often available should program registration become full.

Programs may be cancelled for a number of reasons, including but not limited to, severe weather and low registration.

Library programs are promoted through a variety of venues including the Library website, social media sites (e.g., Facebook, Twitter, Instagram), newspaper release, Goffstown school newsletters, and flyers.

Programs that are held indoors will be located in handicap accessible locations including the Library and other town locations such as Town Hall. If a program is held outdoors every effort will be made to hold it in a handicap accessible location.

Library sponsorship of a program does not constitute or imply an endorsement of its policies, beliefs or program by any Library personnel or by the Goffstown Public Library.

Approved by the Library Board of Trustees January 17, 2019