Programming Policy

Purpose

The Lincoln Public Library recognizes the benefits of quality in-person or virtual programs that reflect the Library Mission, Library Values, and goals of the Library Strategic Plan. This policy does not apply to the non-library individuals or organizations who hold meetings or events under the terms and conditions of the Library Meeting Room Use Policy.

The Lincoln Public Library functions as an informative, recreational, and cultural resource for the community. Programs are a means through which the public can share experiences, explore and exchange ideas, appreciate special interests, and connect with each other and the library.

Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by participants. Library programming will reflect a wide range of diverse perspectives and opinions.

Program Selection

The library staff utilize professional expertise, collections, equipment, and facilities to develop and deliver programs. The following criteria are used to determine appropriate program topics, speakers, and accompanying resources:

- Community interests and needs
- Budget and cost of program
- Space required for program
- Presenter qualifications and background in content area
- Relevance/appropriateness of program to the Library Mission
- Staff time

Performers, speakers, community members, etc. may use the Propose a New Program Form to let the library know of programs that may be of interest to the Lincoln community. Priority is placed on community relationships and partnerships. Final decisions on what programs are offered are made by the Library Director.

Rules

1. **Program Types**
   All library programs must be free and open to the public. Programs can take the form of library staff-led events or hired speakers, performances, and/or instruction.

2. **Program Location and Format**
   Library programs may be offered at the library, off site, online, or in hybrid format.
   a. Library programming staff make decisions on how to offer a program in collaboration with the performer or speaker.
   b. Programs may be converted to virtual as needed due to weather or other issues. Staff will make every effort to let potential participants know about such a change.

3. **Event Registration**
   Some events may require registration. Registration is utilized to maintain correct room or venue capacity and to allow the presenter to prepare for the number of attendees.
   a. Registration begins at least two weeks before the program.
   b. All registered attendees will be sent a reminder about the upcoming event at least 48 hours in advance.

4. **Event Cancellation**
   Notify the organizers as soon as possible if you are unable to attend in order to allow other people to register.
   a. In cases of high demand programs (such as limited seating craft programs), if a patron repeatedly doesn't show with no prior notification, they may be blocked from registering for these types of events for up to 3 months.

5. **Accommodation Requests**
   Upon request, the library will make every effort to present accessible programs to those who need accommodation in accordance with the Americans with Disabilities Act (ADA). Please make requests at least two weeks before the program date.

6. **Attendance Limits**
   Attendance at programs may be limited based on which library space is being used, the age/developmental level of the intended audience, whether consumable supplies are needed, or public safety and building occupancy regulations.
   a. Registration may be required for planning purposes, and where physical or virtual space is limited, and is on a first come, first served basis.
   b. Your reservation is forfeited if you arrive for the event later than 15 minutes after it starts.
   c. When no registration is required, attendance is limited by the size of the space being used, and is on a first come, first served basis until the space being used is at capacity.
   d. Adults may not participate in programs organized for children and teens unless parental/caregiver attendance is required or the program is offered

as a family program. Librarians will ask uninvited adults to leave children or teen programs. Adults who do not comply with this request will be asked to leave the library.

7. **Disruptive Behavior**
   The Library reserves the right to deny attendance to anyone in violation of the Library's Unacceptable Conduct Policy.
   a. Patrons causing a disruption of an in-person program may be asked to leave by the supervising staff or Library Director.
   b. Attendees causing a disruption during a virtual program may be muted or removed from the Zoom.

8. **Solicitation**
   Programs are not used for commercial purposes or for the solicitation of business. However, the presenter may leave business cards for participants to pick up after the program for anyone interested.
   a. Authors or booksellers may sell books as part of a library program.
   b. Programs sponsored by the Friends of the Library may include the sale of merchandise as a fundraiser to benefit the library.
   c. Sale of any other products at library programs is not permitted unless authorized by the Library Director or designee.

Publicity

Public announcement will be made of all library programs in the library event calendar, in print inside the library, or via social media or library email newsletters.

The Library can only promote library-sponsored programs. If time and space allows, the Library may share community program information.

The library staff is responsible for program graphics which adhere to our branding guide. All external graphics must be approved for use by the supervising staff or library director in regards to collaborative programs.

The library reserves the right to record or photograph library events and attendees and to post them to library or Town of Lincoln social media channels. Permission to use images of minors will be asked of the respective parents or guardians.

Program Reconsideration

Only Lincoln residents or stakeholders may request a program reconsideration. Requests must be submitted in writing to the Director of the Library at least 2 weeks prior to a program. Please request the *Request for Review of Library Program* form at the Library.

All reconsideration requests will be reviewed by the Library Director and, if needed, be discussed with the Board of Library Trustees. The Director will inform the requester of their decision at least 2 days prior to the program.

Approved by the Lincoln Public Library Trustees on November 28, 2023.