



Library Programming Policy

Approved: February 22, 2024

In support of the Petoskey District Library's mission of nurturing knowledge, driving discovery, and connecting community, it is Library policy to offer programming for all ages and interests throughout the year. Library programs promote services, literacy, the use of the collection and facility, and meets the education, recreational, and life-long learning needs of our residents.

Definitions

- Program - an event hosted by the Library; having a presentation component; lasting 15 minutes or longer; can be a single event or a series of events; be scheduled or a pop-up; take place inside or outside the Library; be held online
- Patron – a person with a Petoskey District Library card
- Resident - a person who pays taxes to at least one of the governing bodies of our district, including the City of Petoskey and the Townships of Bear Creek, Little Traverse, Resort, and Springvale
- Service Area – includes the City of Petoskey and the Townships of Bear Creek, Little Traverse, Resort, and Springvale

Scope of Programming

Programs offer opportunities to highlight collections, promote services and share information and expertise. They also support the Library's role as a gathering place, and help make the Library a destination that attracts regular and new users of all ages and backgrounds. Programs are intended to further the mission of the Library and are consistent with the Library's core values.

The Library presents programs for various age groups, cultures, backgrounds, and interest groups. In general, programs are designed to achieve one or more of the following:

- Introduce attendees to Library resources and materials;
- Provide learning and entertainment opportunities to meet the informational, educational and recreational needs of those attending the program;
- Raise awareness and visibility of the Library to the community;
- Support and respond to emerging community interests as well as established interests and demands;
- Expand the Library's role as a cultural and community center; and/or
- Extend outreach for underserved populations.

Program presenters will be recruited based on their relevant skills or expertise and include Library staff, volunteers, staff from a co-sponsoring organization, local or visiting speakers, or qualified instructors / trainers.

Library selection of a program does not constitute an endorsement of the content of the program or the views expressed by presenters. Decisions to provide programs will not be made on the basis of any anticipated approval or disapproval, but solely on the merits of



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the program in serving the interests of Library patrons. The Library will regularly survey patrons on the effectiveness of programming and new topics of interest.

Programming Guidelines

- Program priority is based on its potential to reach the goals and objectives set by the Library Board of Trustees.
- Program content is appropriate for group presentation.
- Space and physical arrangement are safe and conducive to effective program delivery.
- Programs are open to all. Pre-registration may be required and some programs may be limited to age specific audiences.
- Admission to Library programs is free, but a materials fee may be charged.
- The Library may work with non-profit, civic or service organizations, government and commercial entities in order to reach new audiences and to create opportunities to meet the goals of programming. This type of co-sponsorship decision is made on the basis of shared interest, responsibility and benefits.
- Sale of materials by authors/performers is permitted as part of the Library program when arranged in advance.
- Programs are non-commercial. Presenters may have a business affiliation, but no solicitation or promotion for business purposes will be permitted.
- Program suggestions from the public will be evaluated by the same standards used to select Library-initiated programs. Patrons may request a Program Proposal form from Library staff to offer their ideas.
- Programs are held in Library facilities when possible and appropriate. Other locations will be considered when the Library is not equipped to handle an event or an alternate venue will encourage access or attendance. Library Director must approve program sites outside the Library service area boundaries.
- Library staff use many criteria when making decisions about program topics, speakers and accompanying resources, including, but not limited to:
 - Community needs and interests
 - Relation to Library collections, resources, services and events
 - Connections to other community programs, exhibits or events
 - Historical or educational significance
 - Treatment of content for intended audience
 - Presenter expertise and/or public performance experience
 - Popular / recreational appeal.
- Programs that support or oppose any political candidate or ballot measure will not be offered by the Library. However, educational programs, such as candidate forums that include invitations to all recognized candidates may be offered.
- Programs will not be offered that endorse or oppose a specific religion. Programs are planned to be inclusive of all cultures and of all religions and no religion. Library programs may address religious themes to educate or inform, but not to promote, observe or proselytize a particular religious conviction.



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- Organizations or individuals working with the Library on programs must coordinate marketing efforts.
- Assessments of the effectiveness of Library programs are based on attendance and audience satisfaction and other evaluation criteria including attraction of new patrons to the Library, the promotion of Library goals, and evaluation forms.
- The Library reserves the right to use video or photographs taken of program participants for internal use, publication, use in Library promotional outlets, and evaluation purposes.

The Library welcomes expressions of opinion from residents concerning programming. If Petoskey District Library residents have concerns about a Library program, they should share those concerns with the Library staff member in charge of the event. If staff is not in attendance at said event, contact the library for that information. Residents who wish to request a review of a program or review the denial of a request to present a program, may submit a Request for Reconsideration of a Program.

1. Upon receiving the fully completed form, the Library director will convene a Program Review team, made up of the staff member who planned said program and one other programming staff member. The Program Review Team will meet and consider the completed form.
2. The Program Review Team will draft a response which the director will send to the resident within 45 days of receipt of the original reconsideration form. The response will be sent via email with receipt requested.
3. After receiving the response from the Program Review Team, the resident may appeal that decision. An appeal must be made in writing and be received by the director within 14 days of emailing the original Program Review Team decision. The appeal will be added to a Library Board meeting agenda within 60 days of receipt of the appeal. The Library Board will conduct a review after which, the Library Director will notify the resident of the outcome.
4. The challenge will be reported through the American Library Association's Censorship Reporting form.
5. The decision of the Library Board is final.



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Request for Reconsideration of a Library Program

This form must be fully completed by a resident of the Petoskey District Library Service area and returned to the director for the program to be reconsidered.

Requested by: _____ Date: _____

Address: _____ Zip: _____

Telephone: _____ Library Card #: _____

Representing: Self _____ or Organization _____ Name of organization: _____

Title of Program: _____

Presenter Name: _____

When is/was the program scheduled? _____

How did you hear about the program? _____

Did you attend the program and stay until the end? Yes _____ No _____

Which staff member have you spoken to about this program? _____

What is your objection to the program? (please be as specific as possible) _____

What do you feel might be the result of attending the program?

What would you like the Library to do?

Signature of requestor: _____

Name of staff member receiving completed form: _____ Date: _____

Although careful consideration is given to all programs, we are always willing to re-evaluate. You will be notified of the outcome.