

Programming Policy

Adopted by the Board of Trustees May 11, 2011

The Pittsburg Public Library offers public programming in order to meet the educational, informational, recreational and cultural needs of the community. Programs are planned by library staff for a variety of age levels.

All programs are open to the public. Some Youth Services' programs are restricted by age level. If registration is required due to space limitations a waiting list will be taken.

No fees may be charged to attend programs. Authors, performers, library staff, or the Friends of the Library may offer books and materials for sale.

The library may co-sponsor programs with other agencies, organizations, and businesses when they are compatible with the library's program goals and priorities.

The library promotes its programs through the library newsletter, fliers, *The Morning Sun* newspaper, the library's website, social media, and cable Channel 6. Presenters may additionally publicize their programs with approval of the library director.

Programs may be cancelled for various reasons: severe weather, absence of presenter, or low registration. Cancelled programs are not automatically rescheduled. The library will not alter or cancel a program solely because an individual or group may find the content objectionable.

All staff share responsibility for talking about programs outside the library whenever the opportunity arises.

Procedures:

Departments coordinate scheduling programs and minimize scheduling two programs on the same night.

When presenters are doing their own advertising, the department head who scheduled the program informs the director via e-mail before any advertising begins.

Publicity follows the procedures in the Public Relations Policy.

All expenses are paid for by the library. Emergency costs are taken from petty cash. Orders for program supplies, prizes, etc. of \$100 or more require prior approval by the director.

Extra staff is scheduled for programs as needed. Department heads track staffing with the director, so that sufficient hours are available. Staff members from other departments help fill staffing needs whenever possible.

Department staff is responsible for set-up and clean-up, with assistance from the custodian.

Details of programs are shared at staff meetings so all staff can share that information with patrons in the library and people throughout the community.

If someone is asked to leave a program for any reason, the person in charge of the meeting determines if the person should also leave the library. The person in charge informs other staff of the discipline situation and requests assistance when needed.