

Programming Policy

Adopted by the Board of Trustees, March 8, 2023

A program is defined as an event sponsored or co-sponsored by the Library. A program may be scheduled or a pop-up event, take place inside or outside of the library, or online. Library programming should align with the American Library Association Library Bill of Rights and Library Initiated Programs as a Resource: An Interpretation of the Library Bill of Rights.

Programming is a fundamental component of library service that:

- Furthers the mission, vision, and values of the Pittsburg Public Library
- Introduces attendees to library resources and materials
- Provides learning and entertainment opportunities to meet the informational, educational, and recreational needs of those attending the program
- Raises awareness and visibility of the library to the community
- Supports and responds to emerging community interests as well as established interests and demands
- Expands the Library's role as a cultural and community center
- Extends outreach for underserved populations

The Library Director and designated staff are responsible for development and presentation of programs. Library staff use many criteria in making decisions about program topics, speakers, and accompanying resources, including:

- Community needs and interests
- Relation to Library collections, resources, exhibits, and programs
- Connection to other community programs, exhibits, or events
- Historical or educational significance
- Availability of program space
- Treatment of content for intended audience
- Presentation quality
- Presenter background/qualifications in content area
- Budget and staffing resources

The effectiveness of a Library program will be based on attendance and/or audience satisfaction. Other evaluation criteria include attraction of new patrons

to the Library, the promotion of other Library goals, and addressing the needs of a specific target audience.

The Library often draws upon other community resources in developing programs and actively partners with other community agencies, organizations, educational, and cultural institutions, or individuals to develop and present co-sponsored public programs. The Library may partner with an agency or hire a speaker who is a professional or who has expertise in a particular area.

Organizations or individuals collaborating with the Library on programs must coordinate marketing efforts with the Library.

Unsolicited offers from individuals or organizations to present programs will be evaluated by the same standards used by Library staff when planning Library programming. A program proposal form must be submitted before unsolicited offers will be considered.

All Library programs are free and open to the public. Registration may be required for planning purposes or when space is limited. Programs directed towards particular audiences, e.g. children's programs, will be publicized as such.

Library programs must have an educational, informational, recreational, or cultural value to the community. Programs of a purely commercial nature, or those designed for the solicitation of business will not be offered by the Library.

Presenters are not allowed to require signups or collect contact information from program attendees. Presenters may provide their contact information so that attendees can voluntarily contact them after the program has concluded.

The following activities will be permissible at Library-initiated programs or on property governed by Library policy:

- Fundraising to benefit the Library, or sponsored by the Friends of the Pittsburg Public Library, and/or the Pittsburg Public Library Foundation.
- The sale of books, music, movies, or other items by authors, performers, or presenters as part of a Library sponsored program.

Programs that support or oppose any political candidate or ballot measure will not be approved or 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 or approved that endorse or oppose a specific religion. Programs are planned to be inclusive of all cultures and of all religions

and beliefs. Library programs may address religious themes to educate or inform, but not to promote, observe, or proselytize a particular religious conviction.

Holiday programs may be offered for the entertainment of library patrons.

Religious, non-profit, and partisan groups may utilize meeting rooms for programs and meetings as provided by the Library Meeting Room Policy.

As part of the Pittsburg Public Library's commitment to providing a wide range of programs for children of all ages, the Children's Department delivers storytimes that promote early literacy throughout the year.

Current research on early literacy and brain development indicates that it is never too early to prepare children for success as readers. Parents and caregivers of newborns, toddlers, and preschoolers play a critical role as their children's first teachers. With this in mind, storytime is more than reading stories aloud; it is a lively, curiosity-sparking experience for both caregivers and children to interact with literature and to foster the development of early literacy skills. As such, storytime is always conducted by trained, experienced library staff. To enhance the storytime experience, staff may invite individuals with special skills, e.g. art, music, dance, to assist with the programs.

Children under the age of eight must be accompanied by an adult caregiver to library programs.

The library reserves the right to use video or photographs taken of the program participants for internal use, publication, use in Library promotional outlets, and evaluation purposes. Anyone who does not wish to be photographed or filmed may opt out by notifying library staff. Names of patrons will not be used in publicity without consent. Staff will make every effort to notify members of the public when the library is photographing or recording activities

The Library's philosophy of open access to information and ideas extends to Library programming; the Library does not knowingly discriminate through programming. Library sponsorship of a program does not constitute an endorsement of the content or the views expressed by participants. Program topics, speakers, and resources are not excluded from programs because of possible controversy.

Patron concerns about a Library program should be shared with the Library staff member in charge of the event or the Library Director. If patrons wish to pursue their concerns after discussion with staff, they may fill out a Request for Reconsideration of Library Resources form.

Requests for review of programs will be considered in the same procedural manner as requests for reconsideration of library materials.