



## **OREGON PUBLIC LIBRARY PROGRAM POLICY**

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### **I. Purpose**

The Oregon Public Library offers programs and events to meet the educational, informational, recreational, and cultural needs of our diverse community. This policy's purpose is to provide library staff with guidelines to assist them in the development of library programs and events. It is also intended to inform the public about the principles and criteria by which library-sponsored programs are selected.

### **II. Philosophy and Scope**

- A. Programs expand the library's role as a community resource and introduce patrons and non-users to library resources.
- B. Programs provide entertainment and/or educational value with the purpose of supporting the interests and needs of the community. If the program is educational, the focus should be on informal or hands-on learning for all ages.
- C. Programs feature a variety of speakers and subjects and the library staff will seek diversity in our presenters, including diverse ages, racial identities, genders, religions, sexual orientations, physical condition, cultural and ethnic backgrounds, education level, economic status, and learning style.
- D. The library is for everyone. Staff make every effort to offer reasonable accommodations when possible.

### **III. Program Selection and Design**

- A. Selection and planning of library programs is the responsibility of the library staff.
- B. Programs are subject to staff time, budget, and space availability. Staff will consider when the target audience is most likely to be available, although still subject to space availability. Programs may require registration for participants.
- C. The Library may partner with other agencies, organizations, businesses, and individuals provided the programs and exhibits are compatible with the Library's mission and vision.
- D. There will be program breaks for regularly scheduled events. Breaks allow staff to recuperate and plan future events.
- E. If a prize is given, it must be picked up within a reasonable amount of time. If the prize is not picked up, it is forfeit and may be given to another winner.
- F. The library may host programs with differing perspectives. The purpose of such programs will be to inform or entertain and not to persuade or convert.

- G. Library programs are not for selling products or promoting a business.
  - 1. Buying a product cannot be a requirement to attending and fully enjoying the event.
  - 2. Only library-sponsored or co-sponsored programs, events, or exhibits may involve monetary solicitation, sale of items, or fundraising activities. Sales cannot be the purposes of the program.
  - 3. Information about the presenter's organization may be made available by request or on a table for participants.
  - 4. Presenters may not actively solicit participants' contact information but may leave an optional sign-in sheet at a table.
- H. Programs may be designed with certain age-limit parameters. Exceptions may be made at the discretion of the presenter or organizer.
- I. Programs should be free or very low cost to participants. The exception being if the program is designed to raise money for the library, Friends of the Library, or library related campaigns.
- J. The Director of the Oregon Public Library has the final decision on a program.

#### **IV. Sponsorship**

- A. Most library programs are planned by library staff but funded (presenter fees, materials) by the Friends of the Library.
- B. Presenters may be paid via in-kind services where the presenter benefits from community recognition, advertising, or promotional opportunities.
- C. Donation of prizes for a program is an opportunity for sponsorship.

#### **V. Disclaimers**

- A. The Oregon Public Library recognizes that at any given time some programs, events, or exhibits may be deemed inappropriate or offensive by some patrons. Selection of programs and events are based on the principles stated in this policy. Library programs, events, and exhibits will not exclude topics solely on the grounds that they may be controversial.
- B. The Library Board believes that censorship is purely an individual matter and declares that while anyone is free to reject for themselves programs, events, or exhibits that they do not approve of, they cannot exercise this right of censorship to other persons to attend or view. The Oregon Public Library adheres to and supports the ALA Library Bill of Rights, Freedom to View Statement, and the Freedom to Read Statement. (See Appendix.)
- C. Library sponsorship of a program or exhibit does not constitute an endorsement of the content of the program or exhibit. Beliefs and opinions expressed during library programs by speakers, presenters, performers, or participants do not necessarily represent the viewpoint of the Oregon Public Library.

Approved: February 9, 2022

## **Appendix**

Library Bill of Rights:

<http://www.ala.org/advocacy/intfreedom/Librarybill>

Freedom to View Statement:

<https://www.ala.org/advocacy/intfreedom/freedomviewstatement>

Freedom to Read Statement:

<https://www.ala.org/advocacy/intfreedom/freedomreadstatement>