



PROGRAMS POLICY

The Newton Free Library supports its mission of enriching life in the community by developing and presenting programs that provide opportunities for information, learning, and entertainment.

Responsibility for developing programs presented at the library is assigned to a variety of staff members, based on their job responsibilities and expertise, under the supervision and direction of the Library Director and Assistant Director. In developing and delivering programs, Library staff utilizes professional expertise, collections, equipment, and facilities. The following criteria are used in making decisions about program topics, speakers, and accompanying resources.

- Community needs and interests
- Budget and any costs related to presenting the program
- Space required for the program, and availability of that space
- Presenter's demonstrated background and qualifications in the content area of the program and record of presenting high-quality programs
- Treatment of content for intended audience
- Relevance and appropriateness of a program to the Library's mission and how it relates to the balance of programming being offered at the Library
- Staff time required to organize, prepare and present the program

Anyone interested in presenting a library program may submit a proposal that will be reviewed according to the above criteria, using the established submission form.

The Library's philosophy of open access to information and ideas extends to library programming. Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by participants. Program topics, speakers and resources are not excluded from programs because of possible controversy. Programs are not used to directly further commercial, religious or partisan purposes or for the solicitation of business.

The Library will sponsor and sometimes fund programs by outside speakers, and sometimes engage in partnerships on programs in conjunction with other community groups and City Departments. These programs will be advertised in Library publicity communications. Meeting room bookings by outside groups will not be advertised in Library publications, even when they are open to the public.

Performers or authors may sell books or CDs as part of a library program. Programs sponsored by the Friends of the Library may include the sale of merchandise as a fundraiser to benefit the library. Sale of any other products at library programs is not permitted unless authorized by the Library Director or designee.



All programs at the library are open to the public and normally offered free of charge. A fee may be charged for certain types of library programs, such as where there is a cost for materials to participate in the program. Tickets may be sold or distributed for special library events or used to regulate attendance totals.

Due to the nature of the program or space limitations, program attendance may be limited. Some children's and teens programs may be restricted by age level or attendance size. Registration may be required for some programs. Program descriptions will outline any specific registration requirements. Even in the event of pre-registration, the Library does not guarantee seating for registered people who arrive after a program has begun. The Library reserves the right to deny attendance to anyone becoming disruptive to audience members or the program facilitator, and to anyone in violation of the Library's Patron Behavior Policy.

Programs may be cancelled for a number of reasons, including severe weather, absence of the presenter, or low registration. Cancelled programs are not automatically rescheduled. Youth programs do not necessarily follow Newton Public Schools closings. When possible, advanced notification of program cancellations will be made on the Library online calendar of events and by other appropriate communication channels.

-Approved by the Board of Library Trustees on January 20, 2016.