

PATTERSON LIBRARY

PROGRAMS

The Patterson Library provides a variety of public programs for entertainment and information purposes.

Library programs expand the visibility of the library and promote the role of the library as a community resource; enhance the information found in library collections; provide opportunities for life-long learning and entertainment, encourage participation in civic life, and help to address the cultural and leisure-related interests of the community.

Final responsibility for programming rests with the Director, who administers under the authority of the Board of Trustees. The Director delegates program management responsibility to the Adult Programming and Public Relations Coordinator, Youth Services Coordinator, and other designated staff.

The criteria used in making decisions about program topics, speakers, and accompanying resources are:

- Community interests and needs
- Budget and cost of program
- Space requirements
- Presenter background/qualifications in content area
- Presentation quality and treatment of content for intended audience
- Relevance/appropriateness of program to Patterson Library's mission
- Staff time

Anyone interested in presenting a program may submit a proposal that will be reviewed according to the above criteria. The library's philosophy of open access to information and ideas extends to library programming. Sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by participants, and program topics, speakers and resources are not excluded from programs because of possible controversy. No program shall be permitted which poses the imminent threat of public unrest or violence. No program shall be permitted that endangers patrons, staff, facilities, or otherwise materially interferes with operations of the Patterson Library.

In addition, the Library 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. Professional performers and presenters that reflect specialized or unique expertise may be hired for Library programs. Library staff who present programs do so as part of their regular job and are not hired as outside contractors for programming.

Food and beverages served at the Patterson Library may contain nuts, soy, milk, or other potential allergens. Please consume at your own risk.

Public attendance at library programs may be limited by age. The program coordinator and/or guest presenter determine the appropriate age restriction required for any program, and will enforce the age limits as needed.

Programs may be cancelled or rescheduled at the discretion of the library staff.

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Number of attendees may be limited by the program coordinator due to room capacity or program type. Pre-registration may be required and is generally preferred.

External organizations or individuals partnering with the Patterson Library on programs must coordinate marketing efforts with the Library's staff and secure staff approval before distributing any promotional materials. The Library reserves the right to revise and edit any copy provided by a program presenter as appropriate for the Library's various promotional outlets.

All library programs must be open to the public and offered free of charge. However, with the director's permission, a fee may be charged for certain types of programs, such as Defensive Driving or CPR Certification courses. Programs are not used for commercial, religious, or partisan purposes or the solicitation of business. However, recognizing that program attendees may wish to purchase items like books written by speakers or recordings made by performers, the library may permit the sale of such items in conjunction with a library-sponsored program. All plans to sell such items must be arranged in advance and approved by the library staff responsible for the program. Program presenters are responsible for the handling of all sales.

The Library reserves the right to use video or photographs taken of program participants for internal use, publication, and use in library promotional outlets, and for evaluation purposes.

Patrons participating in offsite or exercise programs must sign the *Release of Liability and Assumption of Risks* if requested to indemnify the library of any liability for any personal injury or property damage that may occur during the program.

Children's Programs:

Children's programs are planned by the library's Youth Services Department. All programs are designed to provide a pleasurable experience for children and to increase their exposure to books and the library.

All children's programs are carefully planned for each age group. It is in the best interests of all the children to honor the age requirements specified for each program. In fairness to all participants, children will only be placed in programs designated for their true age. If a child demonstrates that they are not developmentally ready, the parent may be asked to withdraw the child until such time as the child is ready to participate.

If a child under the age of 5 is attending a program that does not require a parent/caregiver, that person must stay in the library and return to the program area at its ending time, unless specific prior arrangements have been made with Youth Services staff.

The Library welcomes expressions of opinion from patrons concerning programming. If a patron questions a library program, they should first address the concern with a Library staff member. Patrons who wish to continue their request for review of Library programs may submit the Request for Reconsideration of Library Programs form. Requests for a review of programs will be considered in the same manner as requests for reconsideration of library materials as outlined in the Library's Materials Selection Policy.