

Kimball Library Program Policy

Statement of Purpose

The Kimball Library recognizes the need to provide quality programs for all ages in keeping with its mission, vision and goals. This policy is established by the Library Board of Trustees to inform the public of the principles upon which the Library makes decisions regarding the development and selection of library programs.

Statement of Policy

Kimball Library programs are events that promote the use of library materials and services or offer the community informational, educational, entertaining or cultural experiences. Programs are planned for the interest and enlightenment of the community. The Library strives to provide a variety of programs that reflect the interests of our growing and changing population.

Library programs shall be voluntary and open to the public, and generally, free. The library's philosophy of open access to information extends to library programming. The Library will endeavor to include a broad spectrum of opinion, and a variety of viewpoints in library-initiated programs and exhibits.

The Library will strive to offer an equitable number of programs throughout the community within the limitations set forth in the Selection and Development Criteria (below). Library staff who present programs do so as part of their regular job and are not hired as outside contractors for programming. At times, the Library may collaborate on programs not developed by the Library that are educational and promote the library's mission.

The Library does not discriminate on the basis of race, color, religion, gender, national origin, age or any other characteristic protected by local, state or federal law.

Ultimate responsibility for programming rests with the Director, who in turn, may delegate program management responsibility to other staff.

Selection and Development Criteria

In developing and delivering programs, the library staff utilizes staff expertise, collections, equipment and facilities. The following criteria are used in making decisions about program topics, speakers, and accompanying resources:

- Relevance or appropriateness of program to the library's mission
- Impact on overall work including but not limited to staff availability
- Community needs and interests
- Budget and cost of program
- Space and resources required for program
- Presenter background and qualifications in the content area
- Treatment of content for the intended audience

No library program, whether presented by library staff or an outside presenter or performer shall be used for commercial purposes. This includes programs offered for free but with the intention of soliciting future business.

Co-sponsorship is defined as the Library working with another agency, presenter or business to provide a program for the community with mutually agreed upon parameters. Co-sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by the presenter or participants. The Library and its employees will not be liable for content of any program presented by an outside party.

Timely and adequate public announcement shall be made of all programs. Organizations or individuals partnering with the Library must coordinate marketing efforts with the Director or designated staff. Press releases, public notifications, and marketing publicities must be approved by the Director prior to publication.

Registration may be required for planning purposes. When preregistration is required, it must be handled by the Library unless other arrangements are made in advance. In some cases, the nature and success of a program may require limitations on attendance to be determined by library staff.

Challenged Programs

The Board of Library Trustees at the Kimball Library believes that censorship is a purely individual matter and affirms that while anyone is free to choose not to attend a program of which one does not approve, one cannot exercise censorship to restrict the freedom of others.

If a patron questions a library program, the first step is an informal conversation with the Director. A library patron (Atkinson resident with a library card) who subsequently wishes to pursue a formal request for review of a library program must submit the Request for Reconsideration of a Kimball Library Program Form. The request shall be reviewed by the Director and the program will be evaluated based on the complaint. The Director will then issue a written decision to the challenger within 15 business days. The decision may be appealed to the Board of Library Trustees. The appeal will be placed on the agenda of the next regularly scheduled meeting of the Kimball Library Board of Library Trustees. The decision of the Board is final. No program will be cancelled during the reconsideration process.