# Programming Policy

Fond du Lac Public Library                                    Board Approved: April 17, 2025

The Fond du Lac Public Library recognizes the value of experiential learning opportunities and encourages the Library as a gathering place. Programming is an integral component of library service that:

- Expands the Library's role as a community resource
- Introduces customers and non-users to Library resources
- Provides entertainment
- Provides opportunities for lifelong learning
- Expands the visibility of the Library

Library-initiated programs include, but are not limited to: lectures, community forums, performing and visual arts, participatory workshops, storytimes, fairs and conventions, discussion groups, demonstrations and presentations for social, cultural, educational, or entertainment purposes. The Library actively seeks to include a variety of programming options, representing a diversity of genres, formats, ideas, and expressions that reflect the diversity in our community. Library-initiated programs strive to cross language and cultural barriers and introduce participants to library and community resources, new points of views, and educational opportunities. Socially excluded, marginalized, and underrepresented people, not just the mainstream majority, should be able to see themselves reflected in the programs offered by the Library. The Library will make reasonable efforts to accommodate multilingual and accessibility needs with sufficient advanced notice. The Library's philosophy of open access to information and ideas extends to Library programming, and the Library does not knowingly discriminate through its programming.

Registration may be required for planning purposes or when space or supplies are limited. The Library may opt to ask participants to cover the cost of unique or specialized supplies used in a program.

Library-initiated programs may take place at the Library, at other locations in the community, or online.  Not all programs and events that occur in the Library are covered by this policy. Library meeting and study rooms can be used by the public without being defined as library programming and are governed by the Meeting Room Use Policy. This policy is intended to cover library-initiated events that are managed by library employees as well as programs that are co-sponsored with external organizations. Booking a Library meeting room does not constitute a Library-sponsored program.

**Criteria for Library-Initiated Programs**

The Library's staff may use the following criteria in making decisions about program topics, speakers, and accompanying resources:

- Relation to library mission and service goals
- Community needs and interests
- Availability of program space
- Presentation quality and treatment of content for intended audience
- Presenter background/qualifications in content area
- Budget and staff capacity considerations
- Relevance to community interests and issues
- Historical or educational significance
- Connection to other community programs, exhibitions or events
- Relation to Library collections, resources, exhibits and programs

The Library accepts program ideas from community members and will use the above criteria to determine if and when an event may occur.

**Presenters and Partnerships**

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 programs that are compatible with the Library's mission and vision.

All presenters may be subject to a background check.

Library staff who present programs do so as part of their regular job and are not hired as outside contractors for programming.

**Photography and Filming**

Attendance at a Library sponsored program constitutes the consent of all attendees for the Library's use of photos and videos on its website, social media and in Library publications. To ensure the privacy of all individuals, including children, images will not be identified using names or personally identifying information without approval from the photographed individual, parent or legal guardian.

**No Solicitation**

Solicitation of customers or clients is prohibited at Library-initiated programs. Presenters may not require personal information from program participants. Presenters or performers may offer goods for sale with prior library approval.

**Cancellations**

Programs may be canceled for a number of reasons, including severe weather, unavailability of the presenter, or low registration. Canceled programs are not automatically rescheduled.

**Expressions of Concern**

Requests for review of programs will be considered in the same manner as requests for reconsideration of library materials as outlined in the Library's [Statement of Concern Regarding Library Resources](#).