

Policy # 18 Program Policy

Purpose

The Booth & Dimock Memorial Library is committed to providing high-quality programs in alignment with the Library's mission to provide informational, educational, cultural, and creative resources to the community. Programs are developed:

- To serve the interest, information needs, and enlightenment of all residents;
- To represent a wide range of varied and diverging viewpoints;
- To promote voluntary inquiry, the dissemination of information and ideas, and lifelong learning;
- To provide access to content that is relevant to research, independent interests, and educational needs;
- To support intellectual freedom and promote a culture of inquiry and exploration.

Definitions

A Library program is a planned event or activity organized, hosted, or facilitated by the Booth & Dimock Memorial Library for members of the public who wish to attend. Programs may involve outside presenters or performers, and may be co-sponsored with the Town of Coventry, other libraries, or local organizations. Use of the Stave Family Community Room by an individual or outside organization is not a Library program.

Roles & Responsibilities

The Library Director, under the direction of the Booth & Dimock Memorial Library Board of Trustees, is responsible for the oversight of Library programs. Professionally trained librarians are responsible for planning, scheduling, and implementing programs for children, teens, and adults. Library Assistant may work with librarians to plan and implement Library programs.

Program Selection

Library programs are developed with consideration to quality, relevance, community demand, and their ability to support the Library's mission. Programs will also represent a diversity of viewpoints and experiences. Topics and scheduling of Library programs are based upon:

- Community need and interest
- Available resources
- Historical, cultural, or educational significance
- Connection to other community, state, or national resources, exhibits, or events
- Relation to library collections, resources, exhibits, or displays
- Seasonality and timeliness
- Current events and trends

A program will not be excluded because its topic may be regarded by some as controversial. Library sponsorship does not constitute or imply endorsement of the content or of the presenter of the program.

- Library programs must have an informational, educational, cultural, or creative value to the community. Programs of a purely commercial nature or designed for the solicitation of business will not be offered by the Library.
- Programs that support or oppose any political candidate or ballot measure will not be offered by the Library. However, educational programs, such as candidate forums that are inclusive of all recognized candidates, may be offered.
- Programs that support or oppose any specific religion will not be offered. Library programs may address religious themes in order to educate and inform, but not to promote or observe any particular religion. Holiday programs may be offered for the entertainment of Library patrons.

All Library programs are evaluated and made accessible in accordance with the protections against discrimination set for in section 46a-64 of the Connecticut General Statutes.

Program Development, Coordination, and Supervision

Library staff coordinate all aspects of program delivery including planning, budgeting, staffing, marketing, and post-program evaluation. The Library provides programs created or curated by librarians, library staff, members of the public, contracted presenters or performers, or other partnering organizations. In the event of a partnered program, supervision may be delegated to the co-sponsoring organization.

Program Access

Library programs are open to the public on a first-come first-serve basis, although some programs may require advanced registration, and some programs may be reserved for Coventry residents. Programs for children are generally made available for ages birth to four, pre-k through second grade, and third grade through fifth grade, with some children's programming being suitable for all ages. Programs for tweens are exclusive for youth grades three through seven. Teen programs are exclusive for youth grades six through twelve, or ages 12-17. Adult programs are made available for individuals 18 and older, with some programs being specific to senior citizens.

The majority of these programs are free; but on rare occasions a modest materials fee may be charged. The fee may be waived at the discretion of the Library Director.

Any individual requiring an accommodation to participate in a Library program should contact the library two weeks prior to the program advising of such need.

All attendees at all Library programs must comply with the Library's Patron Behavior Policy, found on page 130 of the Policy Manual.

Virtual Programs

Virtual programs are subject to the same guidelines and quality standards as in-person events. These programs are designed to expand access and engagement opportunities for residents who may not be able to attend in person, or to accommodate performers and presenters who are not local.

Virtual programs may be offered as pre-recorded, hybrid, or completely virtual using Library approved virtual platforms. All participants will be informed of any recording that may take place during virtual programs. Registration requiring attendees name and email may be required

for such programs. Any personal information collected during registration will be used solely for communication information about that program.

Participants are required to provide their own equipment and internet connection to attend virtual programs. The Library cannot guarantee the quality of the audio, video, or internet connection for program presenters or participants.

Program Materials

Materials used or distributed during programs are reviewed by library staff for appropriateness and relevance. Materials are selected to enhance the learning experience and support the program's goals. Supporting materials may be offered for sale at Library programs.

Program Evaluation

Programs are continuously evaluated by library staff to help guide future programming and help provide the highest quality programming. At all programs, library staff will record attendance data, and may utilize participant feedback or evaluation forms to assess program outcome.

Additional data may be recorded as required for grant reporting.

The Library limits considerations of requests to reconsider programs to residents or taxpayers of Coventry. All reconsiderations must be submitted in writing following the Library's Material Review and Reconsideration Policy found on page 125 of the Policy Manual.

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