



# MELROSE PUBLIC LIBRARY

## Library Program Policy

The Melrose Public Library supports its mission of informing, enriching, and empowering all citizens by developing and presenting programs that provide additional opportunities for information, learning and entertainment.

All programs must be open to the public and offered free of charge, although at the discretion of the Library Director the following will be permissible at Library-initiated programs or on property governed by Library policy:

1. Fund-raising to benefit the Library, sponsored by the Friends of Melrose Public Library, Inc., or the Trustees of the Melrose Public Library.
2. The sale of books or CDs by authors or performers as part of an approved Library program. Presenters are encouraged to donate a copy of their work to the Library for possible inclusion in the Library collection.

Due to space limitations or the nature of the program, attendance at programs may be limited. Registration may be required for planning purposes or when space is limited. When limits must be established, attendance will be determined on a first come, first served basis, either with advanced registration or at the door. In some cases, the nature and success of a program may require a limited attendance based on age, for example, programs intended for children and teens that are geared to their interests and developmental needs.

Library staff who present programs do so as part of their regular job and are not hired as outside contractors for programming. No library programs, whether presented by library staff or outside performers and presenters shall be used for commercial, religious, or partisan purposes or the solicitation of business. This includes programs offered for free but with the intention of soliciting future business.

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.

- Expressed community needs and interests
- Budget and cost of program
- Space required for program
- Historical or educational significance
- Connection to other community programs, exhibitions or events
- Presenter background/qualifications in content area



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- Presenter qualifications/references as program presenter
- Relevance/appropriateness of program to library's mission and goals
- Staff time

Anyone interested in presenting a library program may submit a Library Program Application that will be reviewed according to the above criteria. Library 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.

Responsibility for programming at the library rests with the Library Director, who administers under the authority of the Board of Trustees. The Library Director, in turn, delegates the authority for program management to appropriate departmental staff. All library programming will follow the criteria set forth in this policy, and the Library Program Application.

Exceptions to this policy may be made at the discretion of the Board of Library Trustees as it deems in the best interest of the library and the community.

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Approved by Trustees (May 8, 2013)