

Programs Policy

1. Introduction: A library program is an event that promotes the use of library materials, facilities, or services and / or offers the community an informational, entertaining, or cultural experience. Programs are planned for the interest and enlightenment of all the people of the community. The James Kennedy Public Library strives to offer a variety of programs that reflect the broad range of community interests.

Priorities for library programming will be those programs that support the service directions that are part of the James Kennedy Public Library Strategic Plan:

- Know Your Community: Community Resources and Services
- Celebrate Diversity: Cultural Awareness
- Make Informed Decisions: Life Choices, Information Fluency, Job and Career Development, Be an Informed Citizen
- Express Creativity: Create and Share Content

2. Age Groups: Programs are conducted for people of all ages.

- Children's Programs:** Programs are conducted for children of all ages and their families for the purpose of promoting reading and the use of library resources and services, broadening literacy and language experience, and sharing the heritage of children's literature. Programs may also be offered based on patron request, or that would attract children to the library.
- Young Adult Programs:** Programs are conducted for teenagers (generally considered to be 6th – 12th grade) to promote reading and the use of library resources and services. Attention is also given to programs that address concerns and issues facing teenagers, programs that are requested by patrons, and programs that may attract teenagers to the library.
- Adult Programs:** A wide variety of programming is offered for adults of all ages, with priority given to programs that promote reading and literacy, the dissemination of information, and the appreciation of culture and the arts. Programs may also be offered that address the concerns and interests of the community, are based upon patron request, or that would attract adults to the library.

3. Policies:

a. Fees:

- Generally, library programs shall be free and open to the public. Optional charges may be levied for materials that the participants will keep or when required by a partner organization
- Public programs planned for library fund-raising may include an admission fee if such is approved by the Library Board of Trustees.

b. Enrollment:

- Attendance at programs shall not be restricted. The library may limit attendance based on age, gender, etc; or require adult supervision as deemed appropriate based on content, space and target audience of the program.

- Due to space limitations, some programs may have limited enrollment. In these cases, since Dyersville residents support the library through their tax dollars, when a program has limited capacity, first priority may be given to local residents.
- c. Outreach Programs:**
- The library may offer special or regular programs away from the library facility. These programs will typically be offered in partnership with another organization or to serve a special need.
 - Examples of Outreach Programs may include but are not limited to visits to places that support the needs of senior citizens, visits to daycares and schools, and pop-up library activities.
 - Programs may be offered on a regular basis (weekly / monthly) or be special one-time events.
 - For any program that is offered regularly, guidelines will be developed defining what the program is, who is eligible to attend, how frequently the program will be offered, and how participants will be selected.
- d. Special requests:**
- The library provides special group tours or library orientations upon request and as staff and time permit. Some aspects of these programs may be planned jointly with the requesting group. All children's groups must be well supervised by the organization sponsoring the visit.
 - The library may provide special programs regarding library collections, facilities, and services upon request.
 - The library may offer program opportunities away from the library facility. Programs may be offered at a different location because of space needs or target audience.
 - The library may partner with other organizations to provide programs. The library policies for programs will apply to any co-sponsored event.
- e. Comments and Concerns:**

A patron who objects to specific programs or content shall be directed to complete the form, "Statement of Concern", available from the library staff. The following steps will be followed in responding to any request for reconsideration:

1. Statements of Concern may be submitted only by those with a current JKPL Library Card.
2. After receipt of a "Statement of Concern" form, a committee comprised of the Library Director, the Library Board's Vice President and Secretary, and, at the Committee's discretion, a fourth person, will convene.
3. The committee will review the program in question and the JKPL Programs Policy, and make a decision on the request.
4. The programs will continue during the review process.
5. The Library Director will send a letter to the patron explaining the decision.

6. If the patron wishes to appeal the decision, he or she must bring the appeal to the Library Director, who will notify the Board at their next regular monthly meeting, and will place the appeal on the agenda of the following regular Board meeting, thereby allowing at least one full month for Board consideration.
7. Once program has been reviewed, the decision of the Library Board of Trustees is final and a program will not be reviewed again for five (5) years following a decision by the Board.

The library staff and the Library Board welcome comments about library programs and services. Persons are welcome to meet with the Director or attend Library Board meetings to discuss library programs and policies.

f. Other:

- Library programs may be cancelled or rescheduled due to low attendance, insufficient numbers registering, staff or presenter being unavailable, or other similar issues.
- When hosting public events, the James Kennedy Public Library reserves the right to take photos of the room and anyone in attendance. Attendance at library programs, events, or in library spaces constitutes consent to be photographed or filmed for use in in-house documentation of library events. Any photos or videos used in print or electronic publicity of the library can be used without consent as long as faces are not visible. James Kennedy Public Library will not identify adults visible in photos using a full name or personal identifying information without permission. No photos showing a child's face will be used nor will photos containing any identifying information of a child be used without written approval from a parent or legal guardian. Those present at library events where photos or video are being taken may ask to not be photographed or videotaped.
- Library programs will be non-commercial in nature. Although a businessperson or other professional expert may present a program, the information should be general in nature. No solicitation of business is permitted.
- The sale of products at library programs is generally not allowed. There are two exceptions:
 1. Because the library wants to encourage reading, writing, and the appreciation of culture and because distribution channels for these materials are often lacking, writers, performers and artists may sell their own works at the library following the library program.
 2. The Friends of the James Kennedy Public Library may sell items at library programs they sponsor.

All program attendees are expected to abide by the rules described in the "Conduct in the Library" policy.

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