# Library Programming Policy

Library programs are programs sponsored or co-sponsored by the Durham Public Library and offered on the Library property, at other prescribed locations, or presented virtually.

Library programming is intended to serve as an extension of the mission and vision of the Library in enhancing the quality of life in Durham through open access to ideas and information, encouraging exploration and learning in people of all ages and supporting cultural enrichment by establishing the Library as a center of our community.

Library programming will be planned, vetted, and scheduled by staff members of the Library with consideration to the following:

- Community needs and breadth of interest.
- Relation to library collections, resources, services, and events
- Connections to other community programs, exhibits or events.
- Historical or educational significance
- Treatment and selection of topic and content for intended audience
- Presenter expertise and/or public performance experience
- Popular appeal

Library programming will be developed in consideration of the principles set forth in the Library Bill of Rights:  Accessibility, equity, and inclusiveness.

All programming will contribute to maintaining the Library's safe, supporting, and welcoming environment.  The Library will do everything it is able to do to make accommodations to ensure that programs are accessible to all who wish to attend and participate.  Requests for accommodations should be made 72 hours in advance of the Library Program.

In support of the Library's position on open access to ideas and information for all, the Library shall remain a neutral entity serving and accommodating all community members equally. As such, in the matters of religion, politics, platforms, ballot issues, and other controversial topics, the Library remains neutral and does not publicly take sides.

Programs at the library do not represent the Library's endorsement or shared views of the opinion of the presenter or of the content presented.

*Permitted:*
- Informational and educational programs about specific topics including, but not limited to, religion and politics.

*Not permitted:*
- Programs intended to politically recruit, proselytize, or are purely commercial and intended to solicit business.

*Permitted:*
- Programming and functions geared toward fundraising *on behalf of the Library or its services*.
- Programming and functions in support of Town Departments.

*Not permitted:*
- Private parties and celebrations hosted by and attended by community members.

The Library may engage in programming partnerships with Town Departments, and other community partners when it is deemed to be beneficial to the Library and community.

All Library programming will be marketed and communicated to patrons via print materials, the Library website, and social media platforms as feasible.

Library programming is generally free, but the Library may charge a small fee to cover the costs of supplies or classes offered at the Library.  Registration may be required for programs for planning purposes or when space is limited.

The Library reserves the right to set age limits for programming based on the suitability of the program's content.  The responsibility of a child's attendance at a Library program rests with the parent or guardian of a child. Per the [Children's and Young Adult Services Behavior Policy](#), no child under the age of 10 will be left alone at a Library program, unless explicitly stated as allowable in the program description.  All program attendees must adhere to the Library Code of Conduct Policy or will be removed from the program.

Requests for programming from patrons or community members or unsolicited offers of programming from outside the organization will be evaluated using the same standards the Library uses to assess, vet, and schedule regular programming.

Requests for programming and program feedback are always welcome at the Library.  Requests or feedback will be acknowledged by Library Staff within 72 hours of receipt.

*The Library Director is responsible for the final approval of all Library programming and the execution of this policy and exceptions therein.*  Requests for review of a programming decision made by the Library Director can be initiated by completing a program review form available at the Library circulation desk.  Review forms will be forwarded to the Personnel and Policy Committee of the Board of Trustees for consideration — *Board of Trustee determinations are final.*