Gardiner Library Programming Policy

The Gardiner Library supports its mission of connecting people with the world of ideas and information by developing and presenting programs that provide additional opportunities for information, learning, and entertainment. 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

Ultimate responsibility for programming at the Library rests with the Library Director, who administers under the authority of the Board of Trustees.

The Library Director utilizes Library staff expertise, collections, services and facilities in developing and delivering programming. The Library's staff uses the following criteria in making decisions about program topics, speakers, and accompanying resources:

- Community needs and interests
- Availability of program space
- Treatment of content for intended audience
- Presentation quality
- Presenter background/qualifications in content area
- Budget
- 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

In addition, the Gardiner 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 co-sponsored public programs. Professional performers and presenters that reflect specialized or unique expertise may be hired for Library programs; performers and presenters will not be excluded from consideration because of their origin, background, or views, or because of possible controversy.

All Library programs are open to the public.

Pay Structures

1. The library receives an invoice and pays the instructor, performer or presenter and does not charge participants or attendees.

2. The library receives an invoice and pays the instructor, performer or presenter and charges participants or attendees. The library keeps 100% of the proceeds.

3. The library charges participants or attendees and splits the proceeds 50/50 with the instructor, performer or presenter.

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. Library sponsorship of a program does not constitute an endorsement of the content of the program or the views Gardiner Library expressed by participants, and program topics, speakers and resources are not excluded from programs because of possible controversy.

Registration may be required for planning purposes or when space is limited. Programs may be held on site at the Library, or off site. Any sales of products at Library programs must be approved by the Library and benefit the Library. Library sponsored or co-sponsored programs are not used for commercial, religious, or partisan purposes or the solicitation of business.

Programs may be cancelled for a number of reasons, chiefly: severe weather, absence of the presenter, or low registration. Cancelled programs are not automatically rescheduled.

The library promotes its in-house programming through fliers, press releases, the library's website, social media and in the library's e-newsletter. External organizations or individuals partnering with the Library on programs must coordinate marketing efforts with the Library's Public Relations Department.

Amended April 18, 2019