

# PROGRAMS IN THE LIBRARY

## POLICY QUESTIONS TO ADDRESS

1. What is the purpose of offering programs in the library?
2. Do some types of programs have a higher priority than other types of programs?
3. How does the offering of programs in the library support the library's goals and objectives?

## DEFINITION

A *program* is a planned public activity (other than a tour or training session) for two or more people that takes place at the library and is presented or sponsored by library staff. A program can be a storytime, lecture, workshop, discussion group, performance, a reading, booktalk, puppet show, demonstration, or panel discussion. Programs are presented for adults, young adults and children.

## REGULATIONS QUESTIONS TO ADDRESS

1. Who may present programs in the library?
  - a. Only staff?
  - b. Only certain classifications of library staff?
  - c. Volunteers?
2. What types of programs does the library offer?
3. If volunteers are authorized to present programs in the library, are they required to complete a training program or orientation to be designated as a program presenter? Are there restrictions on the types of programs that volunteers can present?
4. Who is responsible for determining the mix (how many of each type) that the library will offer?
5. Who is responsible for scheduling programs in the library?
6. Will programs be offered on a regularly scheduled basis? If so,
  - a. on what schedule?
  - b. who will present the programs?
  - c. how will the library inform the community that programs are being offered in the library?
7. Are there guidelines for the presentation of programs in the library that should be followed by every one who presents programs?
8. Is there a minimum or maximum number of anticipated attendees for programs offered in the library? Does this number vary based on the type of program being offered? What is the maximum number of people that can be in the meeting room or other areas of the library according to the Fire Department Occupancy regulations?

9. Is registration required for any library programs? If so, under what circumstances? How is registration accomplished?
10. May groups (school classes, day care groups, community organizations etc) attend regularly scheduled library programs? If so, is prior permission required?
11. Will the library present programs in the library and restrict attendance to the members of a certain group such as a school classes, a day care center, a community organization etc.)? If so,
  - a. how does the group request a program?
  - b. how far in advance must the request be made?
  - c. who will present it?
  - d. how many times in a given time period may they request a program?
12. Will program attendees be given any printed information about the library during the program? If so, what?
13. Will a display of library materials related to the topic of the program be created to enhance the program?
14. Under what circumstances, if any, will the library accept financial support or donations of goods and/or services to help defray the cost of one or more library programs? If the library is willing to accept such support, how will they recognize the contribution?
15. What statistics, if any, will be kept about programs presented in the library? If so,
  - a. how are the statistics to be reported?
  - b. to whom are they reported?
  - c. how frequently are they reported?
16. Will staff be asked to evaluate the program? If so,
  - a. what criteria will be used to evaluate the program?
  - b. how will the evaluation be conducted?
  - c. to whom will the completed evaluation be given?
  - d. when is the evaluation to be submitted?
  - e. how will the results of the evaluation be used?
17. Will program participants be asked to evaluate the program? If so,
  - a. how will the evaluation be conducted?
  - b. to whom will the evaluations be given?
  - c. how will the results of the evaluation be used?