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| Policy Type: **Operational** | Policy Number: **19 – 21** |
| Policy Title: **Library Programming Policy** | Policy Approval Date: **February 14, 2024**  Review Date: **January 2026** |

# **Purpose**

Library programming is a vital part of public library service. Programs compliment physical and online collections by presenting an alternate way to access, experience, and present information, culture and recreational pursuits. The Library’s mission and vision encourages the development of programs that reflect and respond to community needs and interests. Programs are designed to support all forms of literacy and life-long learning in order to enhance the cultural landscape of Grimsby, create community connections, expand library outreach, serve all ages and the diverse community and enrich quality of life.

# **Definition**

## **Library Program**

An activity, presentation, or event offered to the public coordinated, planned, presented, or supported by the Library.

# **Guidelines**

Library staff have training and expertise to deliver certain types of programs; for instance, story-times for children. In addition to programs presented by Library staff, program partnerships with individuals and organizations create expanded opportunities for learning, dialogue, and entertainment. Examples of program partners include authors, performers, community agencies, and volunteer presenters with program-related expertise.

Library programs aim to:

* Support the mission, vision and strategic plan of the Grimsby Public Library Board;
* Support 21st Century literacies, including but not limited to: reading and writing literacy, digital literacy, financial literacy, environmental literacy, as well as science, technology, engineering, art and math (STEAM) literacy;
* Provide lifelong learning opportunities to Library patrons;
* Provide access to entertainment and cultural experiences;
* Promote the use of physical and online library collections, services and resources;
* Reduce social isolation by bringing community together;
* Support and strengthen community partnerships;
* Encourage participation by nonusers to grow library membership and library us.

The library is committed to running free programs when possible. Charging for a program must receive approval from the CEO & Chief Librarian.

# **Scope**

This policy applies to all Library organized, co-sponsored and partnership events offered to the public by the Grimsby Public Library. However, this policy does not apply to special events that are developed and presented for purposes such as fundraising, volunteer, sponsor and benefactor recognition or community festivals.

# **Proposals for Library Programs**

Suggestions for library programs that are informational or educational in nature by members of the public or community organizations are encouraged. Submissions that reflect the mission, vision, values of the Library and that align with the GPL Strategic Plan will be considered. **Appendix A** contains the Program Suggestion/consideration form. The program suggestion form is available on the Library’s website. We welcome all submissions; however, we are unable to offer all of the programs presented to us. Final program selection rests with the Library staff.

Proposals for programs are evaluated with consideration to links to the GPL strategic plan and the presenter’s educational and professional certifications, professional associations/organizations memberships, and previous programming experience.   
  
Except in the case of authors, program partners with commercial interests will create programs that are informational and/or educational, and do not promote a specific product or service for financial gain. The Library will not approve proposals for programs that have partisan political content, or faith-based content whose primary purpose is promoting faith.

# **Related Policies/Statements**

* Accessibility Policy
* CFLA Statement on Intellectual Freedom in Libraries
* Code of Conduct Policy
* Diversity and Inclusion Statement
* Grimsby Author Series Policy
* Rights of Children and Teens Policy
* Safety and Conduct of Children in the Library Policy
* Volunteer Policy

# **Appendix A**

Top of Form

The Grimsby Public Library (GPL) offers talks, workshops, seminars, discussion groups and presentations on a wide variety of topics. If you would like to run a program at the library please complete this form. If you have an idea for a program that you would like the Library to run, please email us at [gen-library@grimsby.ca](https://www.grimsby.ca/Modules/email/emailattachment.aspx?CV2=umzCin7dt08Wd3XqATaHJQeQuAleQuAl&ref=https://www.grimsby.ca/en/parks-recreation-culture/using-the-library.aspx&lang=en).

Please note that we will review and select programs based on the [GPL's Strategic Plan, mission, goals](https://www.grimsby.ca/en/parks-recreation-culture/board-and-policies.aspx) and our [Programming Policy](https://icreate8.esolutionsgroup.ca/11140353_TownofGrimsby/en/parks-recreation-culture/resources/Documents/Library/Programming-Policy.pdf). Programs promoting products or services, partisan political content, or faith-based content whose primary purpose is promoting faith, will not be considered.

## **Contact information**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Website (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Social Media Links (if applicable to your program)**

Facebook:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Instagram:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Program information**

Program Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Length of Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Program Description: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Please list any credentials or experience that make you an expert in this field:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Programmer Bio: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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