# Woodbury Public Library

# Library Program Policy

Purpose

The Woodbury Public Library is the life-enriching leader in the community for people of all ages and backgrounds, whereas educational, informative, and entertaining programming is an important function of Library services. Programs, presentations, and displays attract new users to the Library, and increase public awareness of the Library's resources and services to the community. The Library recognizes the importance of programs as a resource for voluntary inquiry, and the dissemination of information and ideas, and to promote free expression and free access to ideas by residents.

Definition of a Program

A Library program is a free event, in person or virtual, planned by the Library staff for the benefit and enrichment of the general public who choose to attend. Some examples of Library programs include lectures, book clubs, author talks, poetry slams, musical concerts, films/movies, story times, art gallery openings, holiday events, and much more. It should be noted that the use of a public meeting room by an organization or individual is not a Library program.

Film programming consists of award-winning, well reviewed, quality films that are licensed for public viewing. Titles are selected for public presentation by Library staff and/or the Library Director.

In regard to certain programs, medical, legal, financial and any involving physical activity, such as yoga, exercise, etc., program presenters must be qualified and certified. The public is made aware of the qualifications of the presenters for each of these programs.

Roles and Responsibilities

Library staff plan and implement programs to support the Library's mission and to meet the various informational, educational, cultural, recreational, and historical needs of the community. All programming is decided upon and implemented by librarians. Librarians are professionally trained to curate and develop displays and programs, including the Head Children's Librarian, the Reference and Technology Librarian, and the Teen and Adult Programming Librarian, and approved by the Library Director.

The Library Board of Trustees, an appointed advisory board, acknowledges that the selection, development, implementation, and oversight of all programs is determined by the Library Director and staff.

Program Selection

The Library adheres to the principles of intellectual freedom as outlined in the First Amendment of the Constitution, and adopted by the American Library Association as expressed in its Library Bill of Rights, Freedom to Read, and Freedom to View statements. Therefore, the Library makes every effort to provide the community with materials, programs, and displays that reflect a wide range of viewpoints, opinions, and interests. It should be noted that the views and opinions expressed in the programs may be those of the presenter and/or organization and do not necessarily reflect those of the Woodbury Public Library or the staff.

Programs are based on the following principles and criteria:

- Library programs provide access to content that is relevant to the research, independent interests, and educational needs of residents.
- Library programs should be provided for the interest, information, and enlightenment of all residents.
- Library programs should represent a wide range of varied and diverging viewpoints.
- Needs and interests of the community
- Popular appeal
- Informational, educational, cultural, recreational, historical significance/value
- Qualifications of presenter(s) in content area
- To promote/create awareness of the Library's collections and resources
- To maintain partnerships with schools and community agencies
- Availability of meeting room space
- Costs/budget

Programs of a purely commercial nature will not be approved or offered by the Library. Programs that support or oppose any political candidate or ballot measure will not be approved or offered by the Library.

Program Development, Coordination, and Supervision

Library staff department heads work in conjunction with the Library Director to plan and implement programs to support the Library's mission. This includes the Head Children's Librarian, the Reference and Technology Librarian, and the Teen and Adult Programming Librarian. Staff work together to plan and promote themed summer and winter reading programs for all ages. To keep programs orderly and safe, attendees are responsible for complying with program guidelines, and the Library's code of conduct behavior policy.

Program Access

Library programs are free and open to the public on a first-come, first-served basis. Some programs require registration due to space and materials limitations. Library staff do their best to accommodate attendees, giving registrants priority. It should be noted that some programs are targeted to a specific audience, i.e. children or teens, and promoted as such. In these instances, Library staff may give preferential admission to these specific audiences.

The Woodbury Public Library reserves the right to photograph/record and publish individuals and groups attending Library services and programs on social media internet sites, the Library's

website, and newspapers. Participants may request from a Library staff member that their image, or that of their child, not be used by the Library for these purposes.

Virtual Programs

Live virtual programs are free and open to the public, but require advance registration. Registered participants, through email, receive a link to log on to attend the program. Patrons must have their own equipment and internet connection to attend virtual programs. The Library cannot guarantee the quality of the audio, video, or internet connection of the program presenters or attendees. Some virtual programs and/or meetings may be simultaneously run at the physical Library, as well as, on the virtual meeting platform.

Program Materials

Program materials are free and included for all attendees. Books or CDs related to the content of a program, i.e. author talk, musical performance, may be offered for sale at the Library program as a convenience to attendees.

Program Evaluation

The Library actively seeks feedback and program evaluation from attendees through rubrics, surveys, and interpersonal communications. This feedback provides Library staff insight and guidance to be able to provide the highest quality of programming to the community. Outputs, such as the number of attendees, and outcomes, such as how much attendees learned, are gathered for reporting and evaluation purposes.

The Library only accepts a Resident's Request for Reconsideration form from individual residents of Woodbury who want to question an item, program, or book display. Residents wanting to ask for a reconsideration should refer to the Library's Material Review and Reconsideration Policy for further information.

All library materials are evaluated and made accessible in accordance with the protections against discrimination as set forth in CGA-Section 46a-64 of the general statutes.

Location

This policy is available in the Library and is housed on the Woodbury Public Library Website: https://woodburylibraryct.org/policies

Revised 10/01/2025
BOS 10/23/2025
LBOT 11/07/2025