

## Programming Policy

The Beekman Library supports its mission of meeting residents' need for lifelong learning, literacy, enrichment, and pleasure by developing and presenting programs that meet these needs. Programming is an integral component of library service that:

- Expands the Library's role as a community resource
- Introduces users and non-users to Library resources
- Provides enrichment and pleasure
- Provides opportunities for lifelong learning
- Expands the visibility of the library

The Library staff may conduct programs or contract with an outside performer or educator to present a program. Staff use the following criteria in making decisions about programs:

- Community needs and interests
- Age-appropriate for intended audience
- Presentation quality
- Presenter background/qualifications
- Availability of program spaces
- Budget

### General Program Guidelines

1. A fee may be charged for certain types of programs only with the approval of the Library Board.
2. Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by participants.
3. Registration is required to attend a program unless otherwise noted.
4. Some programs may be restricted by age level or residency.
5. Registration is sometimes limited and waiting lists are taken.
6. If groups wish to attend programs they should call the library for registration instructions.
7. Programs may be held on or off site.
8. Any sales of products at Library programs must be approved by the Library Board.
9. Programs may be cancelled for a number of reasons, chiefly: severe weather, absence of the presenter, or low-registration.
10. Cancelled programs are not automatically rescheduled.
11. The library may promote its in-house programs through fliers, press releases, the library website, social media or other means.