INNISFIL PUBLIC LIBRARY

SUBJECT: **PROGRAMME POLICY**

Policy No: **2013-20**

Date: **December 9, 2013**

Review Date: **December 2016**

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PURPOSE
The purpose of this policy is to provide staff with the necessary guidelines to assist them in the development of Library programmes and to inform the public about the principles and criteria by which programmes are selected.

POLICY
General
The Library upholds the principle of intellectual freedom and supports the rights of individuals to read, speak, view, and exchange differing points of view on any subject. In accordance with this, programmes are developed to respond to emerging community interests as well as to sustain demonstrated interests and demands. Complementing Library services with programmes provides the opportunity to spark ideas to ignite a creative and dynamic community, highlight collections, promote services and share knowledge and expertise. Enhancing and promoting the role of the Library in the community should be a priority of Library programmes. Co-sponsored programmes may be offered at the Library's discretion provided they reflect the interest, information needs, and enlightenment of all the people of the community which the Library serves.

Programmes are conducted by the Library for one or more of the following reasons:
- to make the Library a hub for discovery and experience;
- to develop a strong, community presence;
- to cultivate a "hacker ethic";
- to provide heightened and responsive, barrier free user experiences.

Application
Staff and everyone involved in programming at the Innisfil Public Library.

Guidelines

Programme Development

The Library will make a reasonable effort to provide programmes for individuals of all ages and abilities.   Staff involved in programme development will endeavour to connect programmes with Library resources. The Library will try to complement, not duplicate, community initiated programmes. Programming will facilitate the sharing of the community's "people resources" – their hobbies, skills, collections or expertise. Unsolicited offers to present programming by individuals or organizations will be evaluated by the same standards used by Staff when planning programming. Programmes offered will strive for a balance between a community driven focus on traditional literacy themes and the evolving technology and transliteracy experience.

Programme Delivery

Scheduling of programmes is dependent on the availability and expertise of Staff. Priority for programme registration will be given to Innisfil residents, with the remaining spaces open to non-Innisfil residents.

Programmes may be presented by Staff or experts in the community, making use of the skills and talents of a wide variety of individuals and organizations from our community. The general public may recommend topics or speakers for consideration. Beliefs and opinions included in programmes are not endorsed by the Library.

All programmes must adhere to the Library's Respectful Workplace Policy, AODA requirements and any other applicable policy and/or legislation. Outside programmers must receive the required training and/or orientation materials.

Fees may be charged for a programme on a cost recovery or a revenue generating basis. When there are a restricted number of spaces and the programme is based on cost recovery, parents will be charged to attend the programme.

At the discretion of the Library, a parent may be required to attend a programme with their children.

The Library will waive programme fees for a mediator accompanying a person with a disability.

Children must be of the required age in order to register for a programme. Proof of age may be requested.

Refunds will be given provided the registrant gives notice at least one full business day prior to the programme.

Payment for special programmes is required within 24 hours of registration; otherwise the space may be forfeited.

If at all possible, programmes will not interfere with normal Library operations.

Programmes outside of Library hours are subject to approval by the management team and/or CEO. Off-site Library outreach programmes may be subject to CEO approval.

The Library reserves the right to cancel programmes.

Evaluation
Formal and informal evaluation of all programmes will be conducted on a periodic basis. Information gathered for evaluation may be acquired through the following means: survey, word of mouth, and comments from parents and/or participants.

Related Policies
Children's/Youth Services Policy
Information Services Policy

Approved by the Innisfil Public Library Board, December 9, 2013
Motion Number: 2013.109

Supersedes Policy #2010-20, Approved November 8, 2010, Motion #2010.73 &
Policy #2006-13, Approved April 10, 2006, Motion #2006.36.