



**SUBJECT:           PROGRAMME POLICY**

**Policy No.:       2018-13**

**Date:             June 18, 2018**

**Review Date:     June 2022**

**Number of Pages: 5 (*With Appendix*)**

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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 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.

Programmes include, but are not limited to, Early Literacy focused offerings for children and caregivers, STEAM (Science, Technology, Engineering, Arts & Math) or Maker programmes for children, book clubs, general interest programmes, technology training and Maker-focused workshops, and one-on-one technology instruction.

### **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, and will collect feedback to ensure programming meets the needs and interests of the community. 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.

Programming requests from community members or outside agencies will be gathered through the ***Programme Proposal Form*** (see *Appendix #1*). 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.

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 will be supervised by Library Staff and may receive training specific to the spaces and customers with whom they will be interacting.

Fees may be charged for a programme on a cost-recovery or a revenue-generating basis. When there is 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 or caregiver may be required to attend a programme with their children. The exception to this are programmes geared to foster independence and Kindergarten readiness. Children under eight (8) years of age must be accompanied by an adult when attending special guest performances.

These performances would include events such as magic shows or musical guests. This requirement will be explicitly stated in the advertising for these events.

Parents are required to stay on Library property while their child/children attend(s) programming in case of emergencies. For more information about parental supervision, please see the Children's Services Policy.

The Library will waive programme fees for a mediator or caregiver 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 two full business days prior to the programme.

Payment for programmes is required within 72 hours of registration; otherwise the space may be forfeited.

Programmes outside of library hours are subject to approval by the management team and/or Chief Librarian/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. Information gathered for evaluation may be acquired through the following means: survey, word of mouth, and comments from parents and/or participants. Evaluation data will be used to ensure programming offerings are in line with the needs of the community and the priorities of the Library.

### **Appendices**

***Appendix #1 – Library Programme Proposal Form #O-41-2017***

### **Related Policies**

*Children's/Youth Services Policy*  
*Information Services Policy*

Approved by the Innisfil Public Library Board, June 18, 2018  
Motion Number: 2018.57

Supersedes Policy #2017-13, Approved June 19, 2017, Motion #2017.55; & Policy #2013-20, Approved December 9, 2013, Motion #2013.109; & Policy #2010-20, Approved November 8, 2010, Motion #2010.73; & Policy #2006-13, Approved April 10, 2006, Motion #2006.36.



# Library Programme Proposal

Innisfil Public Library offers a variety of programmes that promote literacy and provide information, education and cultural enrichment to the community. Co-sponsorship of programmes with other agencies is encouraged; we welcome programme proposals from individuals and community groups. Library Staff will examine all requests to determine if the programme proposal supports the Library's Mission Statement, and if resources needed to implement the programme are available. The Library's role may include limited staff time for planning & registration, provision of space, and promotion. Please complete the following:

**Name:**

**Address:**

**Telephone:**

**Organization name (if applicable):**

**Email:**

**Website:**

**Description of the programme (length, format, estimated cost & source of funding, speakers/performers, target audience):**

**Describe how your programme complements the Library's collections, services, and goals (see <http://www.innisfillibrary.ca/about-library>), as well as the interests of the community:**

Please outline speaker/presenter credentials, education, or experience (attach resume, reference letters, or supporting documentation as applicable)

I grant Innisfil Public Library permission to contact references

Preferred Branch location(s), date(s) and time(s):

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 any required training and/or orientation materials, prior to programme delivery. Beliefs and opinions included in programmes are not endorsed by the Library. For-profit programmes may not be considered for library co-sponsorship. Fees, if collected, will be allocated with the intent of recovering library funded material costs. The Library reserves the right to cancel programmes for any reason.

**Please forward your completed programme proposal  
to the Library for consideration. Thank you!**

*Programme Proposal Form #O-41-2017 – Page 2 of 2*