Franklin Public Library Public Programming Policy

Purpose
This Programming Policy establishes the standard for the selection and development of all programs presented by and on behalf of the Franklin Public Library.

Library Mission Statement
The mission of the Franklin Public Library is to foster knowledge and engagement through education, enrichment, and technology.

Program Management
Responsibility for library programming rests with the Library Director who administers the library under the authority of the Town Administrator. Program planning and facilitating is delegated to staff members based on their job responsibilities and areas of expertise. Programming librarians are guided by this policy and utilize professional skills, collections, equipment, facilities, and feedback from the community in planning and delivering library programs.

Selection Guidelines and Objectives
The Franklin Public Library defines a program as an intentional activity or event in a group setting, designed to provide engaging educational, enjoyable learning and cultural experiences. Programs can be a single event, a short series, or continuously recurring.

Programs may include, but will not be limited to: lectures, community forums, visual and performance art, interactive classes or workshops, continuing education, fairs, discussion groups, technology programs, story times, class visits, library tours, community outreach, exhibits, and presentations for social, cultural, educational, or recreational purposes.

Criteria
When making decisions regarding program content, presenters, and related resources library staff will consider the following:

- Relevance to the library's mission, strategic plan, and service goals
- Community needs and interests, including feedback and suggestions from Franklin constituents
- Potential to promote, supplement, and encourage the use of library collections & resources
- Potential to expand the library's visibility and attract new patrons
- Presentation quality as determined by presenter's background, record of presentation, and qualifications in content area
- Historical, cultural, or educational significance
- Space required, and the availability of that space
- Budget
- Staffing
- Balance of current programs being offered at the Library
- Connection to other community programs, exhibitions, or events

- Safety and security of patrons and staff
- National and local observances, commemorative months, and initiatives (i.e., National Library Week, Women's History Month, Veterans' Day, etc.)

Library programs may take place at the library, offsite locations, and online and may be delivered by library staff or library partners. Programs may be live-streamed or recorded for later playback, either in person or via web-enabled technologies.

The effectiveness of library programs/partnerships will be based on attendance and audience satisfaction.

Funding
The library receives funding for library programs in a variety of ways including municipal appropriations, grants & gifts, and charitable organizations that support the library. The library may also partner with other institutions, organizations, or individuals who have received funding to offer library programs.

Library programs are open to the public and offered free of charge. At the discretion of the Library Director, a fee may be applied to programs and goods that benefit the library including book sales, raffles-by permit only, and other types of fundraising.

Presenters
Anyone interested in presenting a program may submit a proposal that will be reviewed by library staff using this policy as a guideline. The library reserves the right to decline a program for a variety of reasons including, but not limited to, staffing, budgetary constraints, space, or scheduling.

A partnership is a relationship between the Franklin Public Library and an institution, non-profit organization, community group, or individual. These relationships involve an effort to provide and/or promote activities and services for the public. Partnerships can range from a one-time collaboration to a long-term arrangement. The library welcomes partnerships that promote civic engagement and support its mission and strategic goals and may choose to co-host programs with these partners. Partners must comply with all library policies. Partners that participate in co-hosting a program receive acknowledgement in marketing and PR materials.

Library sponsorship of a program does not constitute an endorsement of the content of the program, or the views expressed by presenters or participants. Program topics, presenters, and resources are not excluded because of possible controversy.

Library programs are non-commercial in nature. Programs are not used for the solicitation of business. Presenters and performers, whether individual or organizational, shall not use a library program to petition, advertise, recruit members or customers, raise funds, collect addresses, emails, and phone numbers of attendees. While the library welcomes professional experts to present at its events, library programs cannot be used to directly further commercial, religious, political, or partisan purposes. Presenters are permitted to have business-related brochures, cards,

flyers, or other information available for attendees to pick up if interested. Presenters cannot distribute such materials as part of the event.

Individuals reserving spaces within the library for meetings or events not co-hosted with the library are responsible for their own marketing. These meetings/events will be listed in the library's event calendar but are not promoted by the library. For more information regarding how to reserve library space for these kinds of programs, please refer to our Facilities Use Policy. (link to policy) Authors and musicians may choose a presenter's fee or receive permission to sell their creative works as part of a library program. Sale of these works at library programs is not permitted unless authorized by the Library Director. Authors and musicians who are willing may donate a copy of their work to the library for possible inclusion in the collection. Their work will be subject to the library's Collection Development Policy [Link to policy]

Intellectual Freedom
The Franklin Public Library offers a wide variety of materials and programs to support its mission of fostering knowledge and engagement through education, enrichment, and technology. The library respects the freedom of information of its users and adheres to the principles expressed in the American Library Association's Library Bill of Rights and Freedom to Read and Freedom to View statements.

Open Access
All programs are open to the public and offered free of charge. In some cases, the nature and success of a program may require that attendance is limited such age of intended audience, especially programs intended for children and teens that are geared to their interests and developmental needs. Programs targeted toward specific audiences are to be publicized as such.

Every attempt will be made to accommodate all who wish to attend a program. However, when costs and safety (fire code limitations) or the success of a program requires it, attendance may be limited through advance registration.

Cancellations
Programs may be cancelled for several reasons, including severe weather, absence of the presenter, or low registration. Cancelled programs are not automatically rescheduled. When possible, advanced notification of program cancellations will be made on the library's online calendar of events and by other appropriate communication channels.

All prospective performers and presenters must complete an online application. Program proposals by email, telephone, mail, or in person will not be accepted.

Program Proposal Form

Name of contact person

Name_____

Company or Organization_____

Phone Number_____

Email _____

Program Information

This program works best as

◯   Live in-person program

◯   Virtual program

◯   In-person or virtual

Are you open to having your program/presentation filmed/recorded?

◯   Yes

◯   No

Title of Program_____

Target Audience

◯   Adult

◯   Family

○ School-age kids (ages 5-11 years)

○ Tween; Middle School (ages 12-14 years)

○ Teen; High School (ages 14-18 years)

○ Pre-School or Beginner Readers (ages 3-4 years)

○ Toddlers (ages 2-3 years)

○ Babies (Emergent Literacy)

Anticipated Size of Audience_____

Describe your Program – include agenda or timeline, topics covered, audience engagement, learning outcomes, finished product, and expected results.

How does the program fit the mission of the Franklin Public Library?

Length of Program_____

Your program, workshop or series

◯   Single program

◯   Series of programs

What qualifications and/or background do you bring to the presentation? If applicable, list licenses, certifications, and degrees.

If you have presented this program for another library or venue, please list date of program and contact information

What technology or equipment will you bring to the program?

What technology set- up is requested?

Do you charge a fee for your program?

○ I will present without charge

○ Fee_____

If a presentation fee is charged, the Library will require a W9 tax form along with the invoice.

Adopted by The Board of Library Directors on March 27, 2023