



## Programming Policy PG-1

Adopted Date: February 15, 2011

Date of review: March, 2011

Adopted:

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### Purpose

The purpose of this policy is to outline the scope of programs presented at the Otonabee – South Monaghan Public Library.

### Policy

The Otonabee – South Monaghan Public Library shall conduct programs, promotions and publicity to fulfill its mission in the community. As part of the library's mission *"to enrich community life by fostering the joy and love of reading and encouraging life-long learning in a welcoming environment,"* all library programs shall be open to the general public, but some programs, may be designed with specific audiences in mind, i.e., children's programs, toddler's programs, and parenting programs. Programs targeted toward specific audiences will be publicized as such. Library-initiated programming is a library resource that provides information, education, and recreation to library users. Library-initiated programming utilizes library staff, books, library and community resources, resource people, and display and media presentations. The library often incorporates cooperative programming with other agencies, organizations, and educational institutions, as well as other resources, to communicate with library users.

### Each library program is designed to:

- 1) Assist patrons in the use of library materials and resources or
- 2) Encourage and promote the use of library materials and resources, or
- 3) Present information not otherwise available, especially very current information or material using technology, or
- 4) Facilitate the sharing of the community's "people resources"-their hobbies, skills, collections, expertise, or
- 5) Support the stated mission and goals of the Library.

### Acceptable forms for library programs include, but are not limited to:

- a) Book discussions
- b) Story time
- c) Demonstrations
- d) Professional performances
- e) Tours and library instruction
- f) Lectures
- g) Films
- h) Workshops

- i) Book/service talks to community groups and school classes
6. In planning and executing any program, the following factors will be considered:
- a) Responsibility - Responsibility for planning, organizing and executing a given event will be assigned by the CEO. As well, the C.E.O. is responsible to the Board for maintaining policies and reporting as to the effectiveness of program activities.
  - b) Theme - Every program or special event should have a theme (e.g., Hallowe'en, Ontario Public Library Week).
  - c) Intended audience - Programs will be designed for a specific target audience, such as a certain age group (e.g., pre-school children, seniors) or other grouping within the community.
  - d) Day and time - Programs will be held when it is most suitable and timely for the intended audience and will allow for sufficient time to plan and promote the program.
  - e) Expenses - All charges and expenses must be considered and approved by the CEO ahead of time.
  - f) Promotion – The Program Coordinator and or C.E.O. will ensure that the community is informed of an up-coming event through such means as newspaper, cable TV and radio advertising, posters, flyers, and announcements on community bulletin boards. Local media will be informed of events and invited to attend.
  - g) Location - To promote the library to best advantage, programs and events should be held in the library where possible. Where the library is not equipped to handle a certain event, other locations may be considered.
  - h) Evaluation - Upon completion, programs will be evaluated as to level of participant satisfaction, attendance and cost effectiveness, and to collect new ideas, program participants will be provided with program evaluation forms to be collected by staff as they leave
  - i) When a community group or individual requests a program, the C.E.O. examines the request to see if it fits in with the overall goals of Library programs and if the staff and space needed to accomplish the program are available.
  - j) Records - Program evaluation summaries will be kept on file as a resource for planning future programs.

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