



Programming Policy

Sturgis Library is dedicated to its mission to support the lifelong pursuit of personal, vocational, cultural, and intellectual enrichment; to foster literacy, curiosity, and creativity in library users of all ages; and to promote the free exchange of ideas and serves as a community meeting place. We do this in part by developing and presenting a wide variety of programs and events for Library visitors of all ages and interests.

This Policy refers to programs sponsored or co-sponsored by Sturgis Library, not to programs held at the Library by community groups. For policies on programs held by non-library groups using the meeting room, please see our Meeting Room policy at www.sturgislibrary.org/services/meeting-rooms/

Ultimate responsibility for programming rests with the Library Director, who may delegate program management responsibilities to appropriate departmental staff.

Library sponsorship of a program does not constitute or imply an endorsement of the content of the program or the views expressed by presenters or participants. The Library makes every effort to offer accurate and factual programs, but it is not responsible for the content of programs offered by non-library presenters.

The following criteria will be considered when selecting program topics, presenters, and accompanying resources, although a program need not meet all criteria to be acceptable:

- Relation to the Library's mission, strategic plan, and service goals
- Potential to promote, supplement, and encourage use of the Library's collections, resources, and services
- Community needs and interests
- Presentation quality
- Presenter background and qualifications in content area
- Historical, cultural, or educational significance
- Availability of program space
- Budget and program cost
- Staffing
- Connection to other community programs, exhibitions, or events
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Program suggestions or requests to present a program should be communicated to the Library Director or appropriate departmental staff member and will be considered using the above criteria.

All Library programs are open to the public. Programs may be held at the Library, off-site, or online. An in-person program may be converted to a virtual program as needed. In general, Library programs are free, however, a fee may be charged to cover costs materials or supplies.

The Library draws upon community resources in developing programs and actively seeks to partner with other community agencies, grantors, organizations, local businesses, educational and cultural institutions, or individuals to present co-sponsored public programs. Organizations or individuals partnering with the Library on programs will coordinate marketing efforts with the Library.

Performers and presenters may receive permission to sell their creative works as part of a Library program. Sale of these works and/or other products at Library programs must be approved in advance by the Library Director or staff program coordinator.

Due to space constraints or the nature of a program, attendance may be limited and determined by advance registration or on a first-come, first-served basis at the door. Regardless of registration status, individuals who arrive late to a program may lose their spot to other individuals who wish to attend.

Some programs may be designed for a specific audience, such as children or teens, and the Library may limit attendance to only the intended audience. Adults who wish to attend a program specifically designed for children must be accompanied by a child.

The Library does not offer programs of a commercial nature or those designed for the solicitation of business. No individual or organization is permitted to use a Library program to petition, advertise, or recruit members or customers. Presenters are permitted to have business-related literature or other information available for attendees to pick up if interested but cannot distribute such materials as part of the event.

The Library does not offer programs that support or oppose any political candidate or ballot measure. Election information, such as candidate forums that include invitations to all recognized candidates, may be offered, but petitions and campaign literature will not be permitted at such events.

The Library may offer seasonal or holiday programs or programs that provide information about religious traditions as a part of multicultural education. The Library will not promote one religion over another and will not permit proselytizing to those attending programs by program presenters.

The Library's philosophy of open access to information and ideas extends to programming, and the Library does not knowingly discriminate through its programming. The Library endeavors to offer programming that reflects a wide range of diverse perspectives and opinions.

Library staff who present programs will do so as part of their regular job and are not hired as outside contractors for programming.

The Library is an inclusive space and strives to make programs universally accessible. Performers and presenters are required to work with Library staff to provide reasonable accommodations to ensure that programs are accessible to all who wish to attend and participate. Patrons requiring accommodations for Library programs are encouraged to inform staff as far in advance as possible.

Questions, comments, or concerns about Library programming will be referred to the Library Director at 508-362-6636 or director@sturgislibrary.org.