

Hull Public Library Programing Policy

Policy Statement

The Hull Public Library develops and presents programs that further its mission and strategic goals and reflect the Library's commitment to equitable and inclusive access to information and services.

Definition

A program is a planned public activity for two or more people that is presented by Library staff and/or sponsored by the Library.

A co-sponsored program is a program that is presented or sponsored by the Library in cooperation with one or more outside organizations or agencies.

Regulations

Program Selection and Design

1. Program selection is vested in the Director of Libraries, who may authorize qualified staff to assist and has full authority to use their judgment in interpreting this Policy. Criteria to be considered in selecting program topics, speakers and accompanying resources include, but are not limited to:
 - Alignment with the Library's strategic priorities and goals
 - Relevance to current interests and needs of the community
 - Local significance of the topic or presenter
 - Reputation & qualifications of the presenter
 - Accuracy and timeliness of program content
 - Literary or musical quality and/or effective expression
 - Suitability for intended audience
 - Suitability for Library spaces/venues
 - Past or projected attendance at similar programs
 - Price and available budget

2. All programs must meet one or more of these criteria but not every program that meets one or more of them will be selected. The Library strongly encourages patrons to suggest topics or presenters they would like to see included in the programming schedule.

3. All Library programs are offered free of charge, with the following exceptions:
 - Programs that include consumable materials or products may require a fee.
 - Library fundraising programs may require an admission fee.
4. Programs will not be restricted to the members of a certain group, such as a school class or community organization. All programs will be open to the general public, with the following exceptions:
 - Programs for children and teens may be limited by age range or grade level.
 - Educational programs may include skill or knowledge prerequisites.
 - Programs that include alcoholic beverages may be limited to ages 21 and over. Programs that include alcoholic beverages must be approved by the Hull Select Board.
 - Programs with limited space requiring advance registration may be limited to Hull residents.
5. Food offered by a presenter or cosponsor must receive approval from the Hull Board of Health before offering food at an event.
6. The Library will not offer programs that are purely commercial. Programs of a political or religious nature are subject to the approval of the Library Director. No solicitation of business will be allowed during library programs except authors and performers may sell copies or recordings of their work. Sale of any other products is not permitted unless authorized by the Director of Libraries.
7. Library sponsorship of a program does not constitute an endorsement of the program's content or the views expressed by presenters or participants. Program topics and resources will not be excluded because the content may be controversial, unorthodox or objectionable to an individual or group.
8. The Library reserves the right not to schedule a program at its sole discretion up to the scheduled time of the event.

Program Scheduling & Publicity

9. Programs will be offered at the Library and may be offered at non-Library locations such as schools, community centers, housing complexes, and other offsite locations at the approval of the Library Director.

10. The Library will strive to maximize accessibility of programs and program content for people with mobility, hearing and visual disabilities.
11. Although every effort will be made to accommodate all who wish to attend a program, attendance may be limited at some programs to ensure the safety or effectiveness of the program. When limits must be established, attendance will be determined on a first come, first served basis, either with advance registration and/or at the door.
12. Groups such as school classes or community organizations may attend Library programs that do not require registration. Advance notice is required to assure there is enough room in the program.
13. Programs may be cancelled due to weather, low registration or absence of the presenter. Cancelled programs are not necessarily rescheduled.
14. Library programs are presented only when the Library is open, except when authorized by the Director of the Library.
15. Local organizations may request use of the building by following the procedure outlined in the [Town of Hull Community Use of Public Buildings Policy](#).
16. The Library will publicize all programs via local media outlets, posters and flyers inside Library buildings and in the community, and via Library communication vehicles such as newsletters, websites and social media.
17. Program publicity will include accessibility information for people with disabilities.

Co-Sponsored Programs

18. The Library co-sponsors programs with other Town departments, governmental agencies, educational institutions, community organizations and businesses when they are compatible with the Library's program goals and priorities and otherwise comply with this Policy.
19. Co-sponsored programs must include participation by Library staff to plan or present program content, provide logistical support, and include information about Library collections or services relevant to the program.

20. Financial support by an outside organization may constitute co-sponsorship of a program, with no other involvement by the sponsoring organization.
21. The Library will consult with co-sponsoring organizations in the development of publicity materials but will retain creative control of flyers and other materials, and reserves the right to approve all publicity efforts, including press releases. Program co-sponsors are expected to publicize co-sponsored programs to their own constituencies.
22. The Library will recognize program co-sponsors in all print and online publicity.
23. When a co-sponsored event requires advanced registration, the Library will provide registration when applicable. The Library will provide the co-sponsored organization a numerical list of attendees upon request, but to respect patron privacy, the Library will not provide any identifiable information about attendees to the co-sponsored organization.

Other

24. Appeals related to this Policy or complaints about any Library sponsored program or event may be submitted in writing or email to the Library Director or to the Chair of the Library Board of Trustees.
25. The Director of Libraries shall have the final decision on any Library program and reserves the right to review, accept or reject any and all program proposals, subject to appeal to the Board of Trustees.

Adopted by the Hull Public Library Board of Trustees December