

## **Meredith Public Library Program Policy**

The Meredith Public Library's mission is to be the cultural heart of Meredith; a gathering place where community members can acquire and share knowledge.

### Purpose

Library programs are intended to serve as an extension of the mission and vision of the Library, by enhancing the quality of life in our community through open access to ideas and information, encouraging exploration and learning and promoting a culture of inclusion. The library upholds the right of the individual to access information.

This policy refers to programs sponsored, or co-sponsored, by the Meredith Public Library and not to community groups meeting at the Library. Use of the Library's meetings rooms must adhere to the Library Meeting Room Policy.

Ultimate responsibility for programming at the Library rests with the Library Director, who administers under the authority of the Board of Trustees, per RSA202-A:11.

### Program Selection and Design

Programs are selected with a focus on accessibility, inclusiveness, enrichment and meeting the needs of the community. All programs will be reviewed and approved by the Library Director after consideration of the following:

Does the program

- advance the library's mission, vision and values?
- align with the library's strategic plan?
- meet the needs, interests and demographics of Meredith?
- fit within the Library's Program budget?
- require more space and time than the library can provide?
- have a presenter who has the proper training and qualifications to lead it?
- require more staff support than the Library can provide?

### Program Guidelines

The Meredith Public Library supports free and open access to information and ideas as stated in the Library Bill of Rights and the Freedom to View policies of the American Library Association.

- Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by presenter(s).

Approved by the Meredith Public Library Board of Trustees June 13, 2023.

- Most Library programs are free and open to the public. Occasionally, fees may be required. Due to space and/or time constraints, attendance may be limited and/or pre-registration required.
- Programs will be reviewed continuously to maintain the vitality and usefulness to the community.
- The Library may permit the sale of books, music and/or materials by presenters or have marketing material available, but this must be arranged in advance and approved by the Library Director. Program presenters are responsible for the handling of all sales.
- The Library may ask for permission to photograph attendees.
- Volunteers may only perform tasks that are not the responsibility of Library staff per both state (NH RSA 275.42-I; NH RSA 279:1X; and NH LAB 803.05 Exemption) and federal law (29 CFR 553.100-.106).
- Proposals are accepted according to the following schedule:

<u>Proposal submission due date</u>	<u>For Programs to take place during</u>
May 31	July – September
August 31	October – December
November 30	January – March
February 28	April - June

- Applicants will be notified regarding their proposal within three weeks of the deadline.
- Appeals to this policy or reconsideration of a program may be submitted via the Request for Reconsideration Form.

This policy will be reviewed and revised by the Meredith Library Trustees as needed.