

IDA PUBLIC LIBRARY
PROGRAMMING POLICY

Programming is an integral part of library service. It supports the library's overall mission of connecting people with the world of ideas and information by offering presentations of an informational, entertainment, cultural, or civic nature. These programs:

- Develop a lifelong love of reading
- Introduce patrons and non-users to library resources
- Provide opportunities for personal growth, enrichment, and education
- Expand the visibility of the library as a valuable community resource
- Help to foster a sense of community

Attendance and participation may be limited based on age, especially programs intended for a specific age group geared towards their interests, abilities, and developmental needs.

PROGRAMS

Library programs are chosen by staff for their relevance to community needs or interest, popular appeal, and suitability for a general audience. Programs are offered for all ages to meet the needs and interest of our community as set forth in our mission statement. Presenters are chosen for their proven or unique expertise and public performance experience. The booking of a presenter or performer does not imply library endorsement of the content of the program.

Library-sponsored presentations must be information and product neutral. No goods or services, including attendees' names and/or contact information, may be solicited or sold, with the exception of books or music at author or performer events, during the program or presentation.

The library may offer a program in partnership with another community organization. That group will work with library staff to plan and promote the program. Library programs may occur on- or offsite. Programs are generally offered free of charge, but a valid Ida Public Library card may be required for some programs and Ida Public Library cardholders may be given preference for high-demand programs or those with limited sizes. Some programs may require a fee for supplies. The Library Director reserves the right to make final decisions regarding all programs.

GROUPS

Due to library capacity and staffing limitations, any groups (including but not limited to preschools, schools, day care centers, senior centers, etc.) wishing to attend will only be admitted if there is space available at the time of the program.

REGISTRATION

Registration may be required for certain programs. Every person registering for a program will be required to provide a telephone number and/or email address at which the library can contact them in the event of a cancellation or schedule change. Library reserves the right to require registration with or without an Ida Public Library card for any program at its discretion.

SIGN IN

Participants will be required to sign in with their name at the time of the event for liability insurance purposes. Contact information will not be shared with any third party presenters unless the participant gives their consent. All participant information will be kept in a locked cabinet in the Director's office per FOIA requirements.

CANCELLATION

- By the library: Programs may be cancelled by the library for a number of reasons such as severe weather, absence of the presenter, or low registration. In the event a program is cancelled, efforts will be made to let the public know and registered participants will be notified. Cancelled programs are not automatically re-scheduled.
- By the patron: Patrons who are registered for an event they cannot attend are asked to cancel their registration at least 24 hours in advance.
- Late Arrival: Attendees are expected to be on time for all programs. Those who arrive 10 minutes or more after the program start time may be denied access after that time, and their spot may be given away to people on the waiting list.

SPECIAL ACCOMMODATIONS

Patrons who require special accommodations should contact the library at least ten business days prior to a scheduled program.

RECORDING OF PROGRAMS

While photography and videography in the library is generally allowed, limitations may apply at programs and events based upon contract and copyright restrictions with the presenters. Attendees should discuss their desire to photograph or record a program or event in advance with the appropriate library staff. Library staff may also photograph or otherwise record library programs for promotional purposes. See the full Photography and Video Policy for details.

Revised and approved by IPL Board of Trustees May 2023