

Red Hook Public Library Programming Policy

Programming is an essential aspect of Red Hook Public Library's commitment to providing its patrons with opportunities to learn, create, connect, and grow.

As part of this commitment we look for programs that:

- Promote literacy of all kinds, including science and technology
- Foster curiosity
- Encourage exploration of the world around us
- Introduce possibilities
- Provide recreation and entertainment
- Provide opportunities for the community to come together
- Facilitate collaboration
- Provide opportunities for people to share their expertise with others
- Promote cultural awareness and understanding
- Introduce patrons to library services and resources.
- Contribute to the sustainability of the library

Program proposals will be accepted using the appropriate form or in person. Library staff takes many factors into account when choosing and scheduling programming. Those factors include:

- Community needs and interests
- Availability of library staff to promote, coordinate, and present the program
- Availability of space
- Quality of the presentation
- Background, qualifications, and motivation of presenter
- Library budget

Unless specifically stated otherwise, as in the case of fundraisers, all library programs are free and open to the public. However programs may be limited by age, available space, or the library's budget. Some programs require registration. A participant who misses two sessions of a popular program series forfeits their spot to someone on the waiting list or standby.

Program participants not abiding by the Patron Code of Conduct or this policy may be asked to leave. In the case of virtual programs, this means a participant may be removed from the room.

Library policy is that children under 10 may not be in the library without supervision. Regardless of age, parents or caregivers may be required to accompany minors or dependent adults based on that participant's individual needs. The same rules apply to virtual programs. When children under age 10 are participating, parents or guardians must be nearby providing supervision.

Some programs may require a signed permission slip. In all cases, it is a parent or guardian's responsibility to gauge their loved one's ability to be safely in the library without direct supervision.

No sales or solicitation of donations, sales, or business of any kind may take place at library programs except where expressly approved by the director or designee. Professional presenters may set out business cards or other literature if permitted by library staff. No names or other contact information may be solicited from program participants.

All marketing materials related to library programming, including flyers, social media events, and press releases, will be created by the library or approved by the library before distribution.

The library often takes photographs or films at library events. Your, or your children's participation in these programs indicates your willingness for yourself or for them to be photographed. The library will make an effort to acquire photo releases for program participants. Photos or video may be used in library publications, on library social media, or to promote other library events. If you would rather not be photographed, please let library personnel know your preference and every attempt will be made to avoid your inclusion. The library never publishes last names in conjunction with patron photos.

Programs may be cancelled at the discretion of the library. Some reasons this may happen include:

- Bad weather
- Unanticipated absence of presenter or key staff member
- Low registration
- Other unanticipated factors

Library sponsorship of a program does not constitute an endorsement of the content of the program or the views of the presenter or participants any more than the purchase of materials for the collection constitutes endorsements of those materials.

The Red Hook Public Library participates in the Sustainable Libraries Initiative and will consider and promote, whenever possible, programs and planning that supports the initiatives "Triple Bottom Line" of environmental stewardship, economic feasibility, and social equity

**Adopted by the Board of Trustees
April 15, 2021**

Amended April 18, 2024