

Georgina Public Library Board Policy Manual

Policy Title: Programming

Intent

Georgina Public Libraries, as part of the public service mission to connect the community to the world through books, information, and discovery in a variety of formats, facilitates community programs for adults, teens and children. Early literacy programming is a core service and includes story based programs for babies, preschoolers and school aged children. Core programming for adults includes basic computer literacy training sessions. As much as possible, programs are offered either free of charge or at a cost recovery level.

Regulations

- All program proposals are approved in advance by the Director of Library Services/CEO.
- The Library is not obligated to present a program which represents multiple and/or opposing viewpoints within one program or series, but is obligated to offer the opportunity for other viewpoints to be presented. Program proposals from individuals and community groups are welcomed, and will be considered in the context of the Library's mission and availability of required resources.
- Room bookings are made through the Leisure Services Department
- Library sponsored programming receives priority in the use of library rooms.
- Programming revenue is channeled through regular branch financial protocols. Library run adult programs are subject to GST.
- Branch staff are responsible for promotion of programs through flyers, media releases, library web page, and other available options.
- Organizing staff are responsible for room set up and clean up.
- Every attempt will be made to accommodate all who wish to attend a program. When fire code, safety or the nature of the program requires it, however, attendance will be limited. When limits must be enforced, attendance will be determined on a first-come, first-served basis, or by pre-registration. For some children's programs, the nature of the program may require limiting attendance based on age.
- Program Refunds: non-attendance by a participant does not constitute a notice of withdrawal from a class/program. All requests for refunds must be submitted in writing to the appropriate Georgina Public Library program organizer five (5) business days prior to the start of the class/program. Following this, refunds are granted for medical reasons only, with a physician's verification. A \$20 administrative fee will be applied to all refunds. It is the participant's responsibility to ensure that the content of the program/class is understood and meets their expected needs before registering.
- Cancellation/Termination of a class/program: all efforts will be made to contact registered participants if a class/program needs to be cancelled or re-scheduled for any reason. Full refunds will apply in this situation, if required.

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- Returned cheques: mistakes sometimes happen, but it is necessary to administer a \$35 charge for NSF cheques. We reserve the right to cancel the registration until full payment is received.
- Co-sponsorship of programs with other non-profit agencies is encouraged. The Library's role may include, but is not limited to, library staff time in planning the program, providing space for the program, and promotion of the program. No commercial products or services may be advertised at Library sponsored programs.
- "Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by the participants, any more than the purchase of materials for the library collection constitutes an endorsement of the contents of the materials or the views of the creator. Library staff select topics, speakers and resource materials for library-initiated programs based on the interests and information needs of the community. Topics, speakers and resource materials are not excluded from library-initiated programs because of possible controversy." (*Library-Initiated Programs as a Resource: an Interpretation of the Library Bill of Rights*, American Library Association)
- Public use of library rooms for community programs/meetings are authorized through the Town of Georgina Leisure Services Department. Set rental rates apply, and will only be waived with Library Board approval.

POLICY HISTORY:	
Initial Draft	November 22, 2006
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