



Programming Policy

Date Adopted: April 18, 2019

Dates Amended: January 16, 2025, August 21, 2025

The Gardiner Library supports its mission of connecting people with the world of ideas and information by developing and presenting programs that provide additional opportunities for information, learning, and entertainment. Programming is an integral component of library service that:

- Expands the Library's role as a community resource
- Introduces customers and non-users to Library resources
- Provides entertainment
- Provides opportunities for lifelong learning
- Expands the visibility of the library

The Gardiner Library is committed to being a sustainable community center. As such, we consider environmental stewardship, economic feasibility, and social equity in all of our programming decisions.

Ultimate responsibility for programming decisions at the Library rests with the Library Director, who administers under the authority of the Board of Trustees.

The Library reserves the right to revoke permission or withhold granting of permission for use of the Community Room in the event it deems in its sole judgement that such use would not be consistent with the Library's mission.

The Library Director utilizes Library staff expertise, collections, services and facilities in developing and delivering programming. The Library's staff uses the following criteria in making decisions about program topics, speakers, and accompanying resources:

- Community needs and interests
- Availability of program space
- Treatment of content for intended audience
- Presentation quality
- Presenter background/qualifications in content area
- Budget



- Relevance to community interests and issues
- Historical or educational significance
- Connection to other community programs, exhibitions or events
- Relation to Library collections, resources, exhibits and programs

The community room is not available for the benefit of for-profit activities not sponsored by the Library, religious activities, political fundraising or campaign events, or for commercial organizations.

In addition, the Gardiner Library draws upon other community resources in developing programs and actively partners with other community agencies, organizations, educational and cultural institutions, or individuals to develop and present co-sponsored public programs.

Professional performers and presenters that reflect specialized or unique expertise may be hired for Library programs; performers and presenters will not be excluded from consideration because of their origin, background, or views, or because of possible controversy.

Programs are not used for the solicitation of business. However, the presenter may leave business cards for participants to pick up after the program for anyone interested in more information from the presenter.

Programs will not be scheduled solely as business opportunities for presenters. However, sometimes a presenter with expertise in an area of interest to the community will be selected to share that knowledge. In this case, they may refer to their business as far as that experience relates to their expertise.

Writers, performers, and artists invited by the Library for the purpose of presenting a program may sell their own works at the Library following the program.

All Gardiner Library-sponsored programs are open to the public.

PAY STRUCTURES

1. The library receives an invoice and pays the instructor, performer or presenter and does not charge participants or attendees.
2. The library receives an invoice and pays the instructor, performer or presenter and charges participants or attendees. The library keeps 100% of the proceeds.
3. The library charges participants or attendees and splits the proceeds 50/50 with the instructor, performer or presenter.

The Library's philosophy of open access to information and ideas extends to Library programming, and the library does not knowingly discriminate through its programming.



Library sponsorship of a program does not constitute an endorsement of the content of the program or the views Gardiner Library expressed by participants, and program topics, speakers and resources are not excluded from programs because of possible controversy.

Registration may be required for planning purposes or when space is limited. Programs may be held on site at the Library, or off site. Any sales of products at Library programs must be approved by the Library and benefit the Library. Library sponsored or co-sponsored programs are not used for commercial, religious, or partisan purposes or the solicitation of business.

Programs may be cancelled for a number of reasons, chiefly: severe weather, absence of the presenter, or low registration. Cancelled programs are not automatically rescheduled.

The library promotes its in-house programming through fliers, press releases, the library's website, social media and in the library's e-newsletter. External organizations or individuals partnering with the Library on programs must coordinate marketing efforts with the Library's Public Relations Department.

RECONSIDERATION

To suggest reconsideration of a program offering, a patron must submit a *Statement of Concern Form* to the Library Director. The Library Director will then respond in writing to the patron making the objection. Any remaining objections will be addressed by the Board of Library Trustees. Program offerings, like library materials, are judged on their adherence to this policy.



STATEMENT OF CONCERN FORM

The Board of Trustees of the Gardiner Library has established a *Programming Policy* and a procedure for gathering input about particular programs. Completion of this form is the first step in that procedure. If you wish to register concern about a Library program, please return the completed form to the Library Director at the Gardiner Library or via email at nlane@rcls.org. The Library Director will provide a confirmation that the form was received and a written response within 30 days of receipt. Please read the Gardiner Library's *Programming Policy* and *Community Room Use Policy* in their entirety before submitting.

Each question must be answered completely or the form will not be reviewed. Unsigned forms or forms submitted anonymously will not be reviewed. Only Gardiner Library cardholders (who pay taxes to Gardiner) may submit this form. If you are a Gardiner taxpayer and do not have a card, you may apply online on the Gardiner Library website or apply in person at the library. Only one program may be listed on this form.

Gardiner Library programs are events, displays, or exhibits that promote the use of library materials, services, and/or offer the community informational, entertaining, or cultural experiences. This form allows community members to voice concerns they may have about a program.

1. Title of program or display: _____

2. Location: _____

3. Department: Children's Teen Adult General

4. Request initiated by (name): _____

5. Phone: _____ Email: _____

6. Address (Street/ZIP): _____

7. Do you represent: Yourself or an Organization:

(please specify name of organization): _____

8. What specifically causes you to be concerned about this program or display?



9. Did you attend this event or view the exhibit in its entirety? Yes No

10. What do you think would be the result of a patron attending this program or viewing this display?

11. Is there an age for which you would recommend this program or display?

12. Are there any positive aspects to this program or display?

13. What would you say the theme or purpose of the program or display is? Did it meet that purpose in your opinion?

14. Is there a program or display you would recommend in place of this?

15. What specific action would you recommend to Library leadership?

16. Signature _____ Date _____