

Kokomo-Howard County Public Library Public Programming Policy

Library Mission Statement

We create opportunities for our community to become its best.

Responsibility

The board of trustees delegates to the Director the overall responsibility for library programming. The Director in turn coordinates with the Assistant Director and department heads, who in turn coordinate with their trained staff in program development. The department heads keep the Director and Assistant Director informed about current and proposed programs.

Principles of Library Programming

The goal of the Kokomo-Howard County Public Library is to provide a wide range of programming for meeting the needs and interests of the Howard County community.

Developing and implementing library programs is undertaken by trained library staff in accordance with this document's guidelines.

Library programs should address several of the following criteria:

- Support the stated mission of the library
- Enhance the library's role as a cultural center for the community
- Provide an avenue for patrons to expand their world
- Promote and increase awareness and use of library resources and services
- Provide life-long learning experiences
- Provide a forum for public discussion and self-expression while sharing ideas, skills, knowledge, and experiences
- Foster the joy of reading
- Address community needs and interests
- Promote education, literacy, and reading readiness
- Increase library use by under-served populations
- Educate and enhance learning of digital literacy

Guidelines for Library Programming

- 1) The number and frequency of programs offered by the library is determined by the staff availability, costs, space limitations, and resources available.
- 2) Library programs are purposely diverse and inclusive, as described in the document *Inclusion Guidelines for Library Programs*.
- 3) Library programs include but are not limited to story times, library visits or tours, movies, summer reading programs for all ages, book discussion groups, author visits, family events, after school programs, literacy-based and technology-based programs, genealogy classes, basic computer training, tutoring on digital devices, and classes or workshops on a variety of topics.

- 4) Programs are developed for all age groups. Programs may be designed for specific age groups only or for general audiences.
- 5) Programs and events are normally free of charge; however, a fee to cover the cost of speakers or materials may be charged for some programs.
- 6) Registration prior to a program or event may be required for certain programs due to space limitations and/or funding constraints.
- 7) The library may seek to form partnerships with various community groups and institutions in the development and implementation of programs.
- 8) Programs and events sponsored by the library are usually open to individuals without regard to residency. A few programs that have limited capacity could require a library account for registration.
- 9) Parental involvement, participation, and attendance are encouraged at age-appropriate children's events and programs. Children under the age of 10 should still have a person 14 years old or older in the building.
- 10) Library programs are evaluated based on content, average attendance, scheduling, cost, and participant feedback.
- 11) Refreshments may be served at programs depending on the program's nature and the availability of funds.
- 12) Programs targeting adult participation may allow beer, wine, or alcohol. These programs will be sectioned off in a way so that minors cannot gain access to the event or program and will require participants to be 21 or older. Furthermore, the delivery, sale, and consumption of alcohol at the event must be limited to event attendees. The general public (those who are not at the library for the event) must not be able to access the event or program where alcohol is served, and no alcoholic beverages can be consumed outside of the event area. The purchase of beer, wine, or alcohol for programming can be a donation, contribution from an outside organization or the Friends of the Library, or by the library itself. The library must obtain all pertinent permits and licenses. The library must also comply with any and all laws concerning the purchasing and consumption of beer, wine, or alcohol. The library will carry Liquor Liability as part of their insurance. Any program that has available beer, wine or alcohol shall be approved by the Director.
- 13) Programs are advertised in the library newsletter, the library calendar and other internal publications, the library website and social networking sites. Other publicity and marketing may be developed for programs.
- 14) The library sponsors programs that are noncommercial in nature. Commercial entities which provide information about their enterprise that can be used in a general manner by the public may be considered for programs (e.g., a landscaper speaking on gardening). Merchandise or services cannot be sold at programs without prior agreement with the library.

- 15) Paid performers for programs must fill out and sign a performance agreement and submit a W9.
- 16) Paid performers are responsible for the setting up of their personal equipment. If staff assistance is needed, it should be arranged in advance and noted in the performance agreement.
- 17) Paid performers shall enroll in and verify the work eligibility status of all his/her/its newly hired employees through the E-Verify program as defined in IC 22-5-1.7-3, a condition agreed upon by signing the Performance Agreement.
- 18) The library funds its programs and related costs through the library budget, contributions from the Friends of the Library, gifts, grants, and partnerships with sponsoring entities.
- 19) A reasonable attempt will be made to accommodate library users with special needs. Those with special needs should contact the library in advance so the library can arrange accommodations.
- 20) Programs will be presented by library staff or experts from outside the library. There will always be at least one library staff member available to introduce the program and speaker and monitor it as needed.
- 21) Some venues, such as the South Stage and the Nature Explore Outdoor Classroom, are for the purposes of library programming and are not intended for public use. This includes, but is not limited to, programs the library sponsors or co-sponsors.
- 22) Programs are not intended to endorse a particular doctrine, religion, sectarian belief, or political position or candidate.

Retention

Per the Public Libraries Retention Schedule, LIB 10-7 PROGRAM REGISTRATION INFORMATION, any copies of patron registrations will be destroyed each April for the previous calendar year.

Suggestions

Suggestions for programs for the Kokomo Howard County Public Library are always appreciated. While programming suggestions are welcomed, not all suggestions will be used. Suggestions may be made at any library location, on the library website, or by calling the Main Library at (765) 457-3242.

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