

Sample Program Policy Template

Library's Mission & Vision:

- Insert the library's mission & vision to frame the library's purpose within the community.

Scope of Programs:

- Library Program Definition
- Describe types of programs the library may offer, ie: early literacy, intergenerational, lectures, book clubs, community forums, etc.

Private Programs in the Library:

- Explain that some programs are not sponsored by or affiliated with the library but may take place inside the library.
- Include a statement such as: "Views expressed by a program presenter or participant do not constitute endorsement from the library."

Essential Principles:

- What principles guide program decisions? What restrictions are there?
 - Include statements like:
 - Programs are free and open to the public
 - Programs reflect community interest
 - Registration policies
 - Cancellation policies
 - Who is the intended audience of the program? Are there age restrictions for certain programs?
 - Safety of minors (ie: children must be accompanied by an adult for Storytime).

Criteria for Programs:

- What criteria are considered when choosing programs to offer?
 - These criteria might include:
 - Cost and budget
 - Alignment with mission & vision
 - Community needs

Photography, Videography, and Recording:

- Address the library's policies for photography and filming during library programs either from journalists or library staff.
- Take a look at the [Clearview Library District policy](#) as an example.

Controversial Topics Statement:

- Refer back to the library's mission & vision.
- Reference the Library Bill of Rights.
- Include a statement such as: "Views expressed by a program presenter or participant do not constitute endorsement from the library."

The Library Does Not Provide:

- What does the library not provide through programs? - such as a political candidate endorsement or religious proselytization.

Reconsideration:

- What can a community member do if they oppose a library program?

Accessibility Statement:

- How will the library support accessibility needs?