



Programming Policy:

Note: This policy refers to programs sponsored by the Boyden Library, not to programs held at the Library by community groups.

The Boyden Library provides a diverse range of programs that actively contribute to the fulfillment of its mission. Serving as a hub for information, recreation, and culture, the library is an invaluable resource for the community. These programs not only enhance the library's role as a communal asset but also foster the opportunity for individuals to connect, explore their passions, and engage in the exchange of knowledge and experiences.

The Board of Library Trustees have delegated the authority to develop, plan, and implement programs to the Library Director. The Library Director may further delegate this authority to other Boyden Library staff members as deemed appropriate.

Library staff may use, but are not limited to, the following criteria in program planning:

- Relevance to the library mission and service goals
- Community needs, interests and current events
- Presentation quality and treatment of content for intended audience
- Presenter background/qualifications/reputation
- Availability of program space
- Budget and staffing considerations
- Connection to other community programs, exhibitions or events

Programs will be thoughtfully designed, taking into account the principles of accessibility, inclusivity, and equity.

Program presenters will be carefully chosen from a pool of local, regional, and national talents and experts, ensuring that our programs embrace the rich diversity of both our community and the world at large. When considering requests from individuals to present programs, library staff take into account various factors, including the demonstrated interest of the public on the topic, the allocated budget, the presenter's qualifications and reputation, as well as other available resources.

All programs are required to be accessible to the public without any fees. However, we acknowledge that attendees may have an interest in purchasing items such as books authored by speakers or recordings by performers. Therefore, the library may allow the sale of such items in conjunction with a library-sponsored program. Any plans to sell such items must be organized in advance and receive approval from the Library Director prior to the program. The responsibility for managing all sales rests

with the program presenters. The Friends of Boyden Library may engage in fundraising activities during a program to support the library's endeavors.

The Library reserves the right to use video or photographs taken of program participants for internal use, publication, and use in library promotional outlets, and for evaluation purposes.

We strive to accommodate all individuals who express interest in attending our programs. However, there may be situations where limitations are necessary to ensure safety and program success. When such limitations are needed, an option of online registration through the Boyden Library website will be provided.

In cases of high demand programs and/or those with which a wait list has been established, a patron's repeated absenteeism without sufficient prior notice to allow for a substitute, may require the Director, at their discretion and following notice to the patron, to deny registration for future events for an appropriate period of time.

For activity related programs, registrants arriving 15 minutes or more after the scheduled program start time may forfeit their spot in that specific program as a result of missing important introductory instructions.

The library cannot accommodate events that are expected to exceed our meeting room capacity. The maximum capacity in the Community Room is 80.

In certain circumstances, attendance restrictions may be based on age, particularly for programs designed specifically for children and teens, tailored to their interests and developmental requirements. It is important to note that attendance at a program will never be limited due to the potentially controversial nature of its content. Our commitment to foster diverse perspectives remains unwavering.

The library does not offer programs that support or oppose any political candidate or specific religious conviction. Seasonal programs may be offered. The Library will endeavor to provide programs that reflect the community's diversity.

The purpose of programs may not be purely commercial or for the solicitation of business. The presenter may leave business cards for participants to pick up after the program should anyone be interested in purchasing items or services from the presenter separately.

Consistent with the American Library Association Library Bill of Rights, library-initiated programs shall not be canceled because of the ideas or topics of the program or the views expressed by the participants or speakers or because someone may disagree with the content. The Boyden Library is committed to fostering a diverse range of opinions and viewpoints in our library-initiated programs. It is important to note that the sponsorship of a program by the Library does not imply or constitute an endorsement of its content by any library personnel or the Board of Library Trustees.

Any individual who objects to the content of a library-initiated program or the absence of one shall address their concern to the Library Director. If they are not satisfied with the Director's response, the complainant is able to request a reconsideration of that decision by completing the Request for Reconsideration of Library Materials form pursuant to the Boyden Library Collection Development Policy. This is reviewed by the Trustees who make the final decision regarding all requests for reconsideration.

Approved by the Boyden Library Board of Trustees, 9/12/23
Updated 11/14/23 and 10/8/24

Request for Reconsideration of Library Material

Please identify the material being suggested for reconsideration:

1. Author/Performer/Speaker _____

Title: _____

Edition/Version: _____

2. Type of material (book, magazine, DVD, music CD, etc.)

3. Collection in which work located: adult_ young adult_____ children's _____

4. What is it about this item or program that concerns you? Please be specific.

5. Can you suggest another item or program on the same topic that would make a better addition to the library's collection?

6. Have you read/listened to/seen the entire work?_____

- If no, which parts have you read/listened to/seen:

7. Have you read/heard reviews of this work?_____

- If yes, where:

If more space is needed for any answer, please use back of this form.

Please list your contact information:

Name_____

Address_____

City_____ State_____

Telephone _____

Email address_____

Do you represent an organization or group?_____

- If yes, please identify:

Signature_____ Date_____

Thank you for your interest. Your comments will be carefully considered

Action taken:

Library Director Signature: _____ Date _____