

# WAUKESHA PUBLIC LIBRARY

**POLICY: PROGRAMMING**

Approved by Library Board: 6/8/23

Number: B-2

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## **Purpose**

The Waukesha Public Library supports its mission to champion the power of reading and learning to enrich, empower, and engage all in our community by developing and presenting programs that provide additional opportunities for information, learning, and entertainment at every stage of life.

Not all programs and events that occur in the library are covered by this policy. Library meeting rooms can be used by the public without being defined as library programming and are governed by the Meeting Room policy. This policy is intended to cover Library managed and sponsored programs as well as programs that are Library partnerships with external organizations.

Programming is an integral component of library service that:

Expands the Library's role as a community resource

Introduces patrons and non-users to Library resources

Provides opportunities for lifelong learning

Provides entertainment

Expands the visibility of the Library

Strengthens the community by collaborating with others

Welcomes and equitably serves everyone in our diverse community

Provides opportunities for the audience to engage in open and polite dialogue

## **Programming Resources**

Library staff expertise, collections, services, and facilities are utilized in developing and delivering informational, educational, and recreational programming. The following criteria are used in making decisions about program topics, speakers, and accompanying resources:

Community needs and interests

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Availability of program space

Budget and available staff resources

Presentation quality

Presenter's background/qualifications in content area

Historical or educational significance

Connection to other community programs, exhibitions, or events

Relation to Library collections, resources, exhibits, or programs

Treatment of content for intended audience

Safety of community members and Library staff

In addition, the Library draws upon other community resources in developing programs and actively partners with other community agencies, organizations, educational and cultural institutions, and/or individuals to develop and present co-sponsored public programs. The Library occasionally works with partners that may have additional reporting requirements. 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, gender, religion, ability, or views, or because of possible controversy. Programs may be cancelled due to instances such as inclement weather or unavailability of the presenter but will not be cancelled because of the ideas or topics of the program, or the views expressed by participants or speakers. Library staff who present programs do so as part of their regular job and are not hired as outside contractors for programming.

The Community Engagement Manager reserves the right to accept or deny potential program collaborations based on the needs of the Library.

All Library programs are open to the public. In general, library programs are free, however, a fee may be charged for Library programs to recover the cost of a presenter, materials, or supplies, when it would otherwise not be feasible to offer the program. Registration may be required for planning purposes and when space is limited. The Library is unable to guarantee seating once a program has begun. Programs may be held onsite at the Library or offsite.

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The Library is committed to providing the highest degree of accessibility within our means. Please call 262-524-3695 or email [refemail@waukesha-wi.gov](mailto:refemail@waukesha-wi.gov) two weeks prior to any event to ensure adequate time for accessibility accommodation requests to be explored.

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 expressed by participants. Program topics, speakers, and resources are not excluded from consideration because of possible controversy.

Sales of products at Library programs must be approved by the Library Director and/or their designee. Programs are not used for commercial, religious, or partisan purposes or the solicitation of business. While commercial sales are not allowed on library property, exempt from this are musicians, authors, film makers, and performers who perform or present. The Library supports the rights of authors and other creators of literary, musical, and artistic works to sell their works as part of a program to the public.

Program participants should expect that photographs/video will be taken at events and used on the Library's social media or website. Participants may request that their image not be used by the Library.

Program participants are expected to follow the Library's Code of Conduct.