



PROGRAM POLICY

The Woburn Public Library supports its mission of enriching life in the community by developing and presenting programs that provide additional opportunities for lifelong learning, cultural enrichment, literacy support and community connection.

Ultimate responsibility for programming rests with the Library Director, who in turn, delegates program management responsibility to the Assistant Library Director, the Youth Services Librarian, and other designated staff.

In developing and delivering programs, the library staff utilizes staff expertise, collections, equipment, and facilities. The following criteria are used in making decisions about program topics, speakers, and accompanying resources.

- Community needs and interests
- Budget and cost of program
- Space required for program
- Presenter background/qualifications in content area
- Relevance/appropriateness of program to library's mission
- Staff time

Anyone interested in presenting a library program may submit a program application that will be reviewed according to the above criteria. The library's philosophy of open access to information and ideas extends to library programming. Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by participants.

Library staff who present programs do so as a part of their job. In addition, the library draws upon community resources in developing programs and attempts to partner with other community organizations, educational, and cultural institutions or individuals to present and/or co-sponsor programs. Library programs are supported by the Friends of the Library, the municipal budget, and various grants.

All programs at the library are open to the public and normally offered free of charge. A fee may be charged for certain types of library programs, such as where there is a cost for materials to participate in the program. Tickets may be sold for special library events.

Performers or authors may sell books, CDs, or DVDs as part of a library program. Programs sponsored by the Friends of the Library may include the sale of merchandise as a fundraiser to benefit the library. Sale of any other products at library programs is not permitted unless authorized by the Library Director or designee. Programs are not used for commercial, religious, or partisan purposes or for the solicitation of business.

Due to space limitations or due to the nature of the program, attendance at programs may be limited. Registration for programs may be done on the library's web site calendar of events, or by calling or visiting the library. Some library programs do not require registration. In some cases, the nature and

success of a program may require a limited attendance based on age, as in the example, programs intended for children and teens that are geared to their interests and developmental needs.

Approved by the Woburn Public Library Board of Trustees, September 11, 2018