



# Burk's Falls, Armour & Ryerson Union Public Library

Box 620, 39 Copeland Street, Burk's Falls, Ontario P0A 1C0

**Section:** Patron Services

**Title:** Programming

**Policy number:** C-7

**Adoption date:** January 2002

**Last review/revision:** May 2023

## Policy

Programming is integral to the Mission of Burk's Falls, Armour and Ryerson Union Public Library. Programming provides information, invites public discussion, encourages curiosity and creativity and promotes literacy and reading. Programming promotes the library's services and resources. This policy defines the provision of programs at the library.

## Procedures

1. Programs are defined as any group activity offered to the public that staff coordinate, plan and/or present.
2. Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by presenters or participants.
3. The library will:
  - a) make available a wide spectrum of opinions and viewpoints
  - b) select programs based on the interest and need of the community
  - c) use programs to promote interest in, and the joy of reading
  - d) make programs available free of charge except for fundraising events to benefit the library
  - e) limit program attendance based on safe use of space, or when success of a program requires it
  - f) make programs open to all, based on a first come, first served basis, either with advanced registration or at the door
  - g) not offer programming that is purely commercial
  - h) regularly evaluate the planning and delivery of library programs (level of participant satisfaction, attendance and cost-effectiveness)
  - i) make available a process for user feedback and expressions of opinions/concerns about programs
  - j) assess credibility of partners delivering programs
4. The library may:
  - a) offer programs for children, young adults, adults and families
  - b) participate in cooperative programs with other agencies, organizations, institutions or individuals
  - c) sponsor programs in the library facility or outside of the library
  - d) promote programs through brochures, news releases, social media outlets, and the library's website
  - e) allow presenters to display products or books for purchase

5. Community members seeking to offer a program through the library will be asked to submit a proposal which will be used to determine if the program aligns with the Mission of the library and if there are sufficient resources to support its implementation.




**3. PLEASE OUTLINE SPEAKER/PRESENTERS CREDENTIALS, EDUCATION OR EXPERIENCE (Attach resume, reference letters, or supporting documentation as applicable)**


- I grant permission to BARUPL to contact references or contacts provided for the purpose of confirming credentials, education or experience.
- Vulnerable Sector Check and Police Record Check provided

**Signature:**

\_\_\_\_\_

**4. PREFERRED DATE(S), DAY(S) OF THE WEEK, AND/OR TIME(S)**


For profit programs will **NOT** be considered for library co-sponsorship. If fees are collected for programs they will be with the intent of recovering Library funded material costs. The Library reserves the right to cancel programs for any reason, including when registration is less than ten individuals.

**Please forward your complete program proposal to the CEO [burksfallslibrary@gmail.com](mailto:burksfallslibrary@gmail.com) for consideration. Thank-you!**