

LOWER MERION LIBRARY SYSTEM – PROGRAMMING POLICY

Programming is an integral part of library services. The Lower Merion Library System provides programming that:

- Expands the library's role as a community resource
- Introduces patrons and non-users to Library resources
- Provides entertainment and enrichment
- Provides opportunities for lifelong learning
- Expands the visibility of the library

I. CO-SPONSORED PROGRAMS

The Lower Merion Library System may partner or co-sponsor with other agencies, organizations, and businesses provided the programs are compatible with the System's mission and goals outlined in our strategic plan. The library will generate joint programming and invite partners to co-sponsor or collaborate. Co-sponsored programs must include involvement by library staff in the planning of program content. Professional performers and presenters who offer specialized or unique expertise may be hired for library programs.

Library sponsorship of a program does not constitute or imply an endorsement of its policies, beliefs, or program by any library personnel or by the Lower Merion Township Library System.

II. THIS PROGRAMMING POLICY DOES NOT APPLY TO:

- 1) Events that are developed for special library-related purposes such as donor recognition, fund-raising, or media conferences
- 2) Programs offered by other organizations on library premises where space is reserved under the terms and conditions of the Meeting Room Policy <https://bit.ly/2DHrEM1> The library cannot assist publicizing these programs

III. PROGRAMMING POLICY

This policy addresses programming (1) developed and sponsored by the library and (2) developed by members of the regional community and cosponsored by the library. If you are interested in information regarding reserving a meeting room, please go to the Meeting Room application here:

<https://www.lmls.org/library-services/meeting-rooms/>

- 1) Library staff may use, but are not limited to, the following criteria in program planning:
 - a) Relation to library mission and service goals
 - b) Community needs and interest
 - c) Presentation quality and treatment of content for intended audience
 - d) Presenter background/qualifications/reputation
 - e) Clearances for Youth Programming (18 and under)
 - f) Availability of program space
 - g) Budget and staffing considerations
 - h) Historical or educational significance
 - i) Health or safety considerations

- j) Representation of diverse cultural backgrounds, opinions, and viewpoints
- k) Connection to other community programs, exhibits or events
- 2) Additional Considerations
 - a) The purpose of programs may not be purely commercial or for the solicitation of business
 - b) Programs will be developed with consideration for the principles of accessibility and equity
 - c) Programs may be held on site at any library, or off site
 - d) The library staff has the discretion to cancel programs based on library needs, to be rescheduled or not. Staff will provide as much notice as possible
 - e) Programs scheduled on a day when the Library System is closed due to inclement weather are automatically cancelled. Rescheduling is at the discretion of the library
 - f) Every attempt will be made to accommodate all who wish to attend a program. However, when safety or the success of a program requires it, attendance may be limited. When limits must be established, attendance will be determined on a first come, first served basis, either with advanced registration or at the door.
 - g) The library system cannot accommodate events that are expected to exceed code established room capacity
 - h) Programs are scheduled to occur during normal hours of operation. A library staff member must be on the premises during all programs.
 - i) In some cases, the nature and success of a program may require that attendance is limited based on age, especially programs intended for children and teens that are geared to their interests and developmental needs
 - j) In no case will attendance at a program be limited because the content of the program may be controversial
 - k) The library system reserves the right to use video or photographs taken of program participants for internal use, publication, and use in promotional outlets, and for evaluation purposes
 - l) Library staff will work with cosponsors to develop an advertising plan. All related advertising for programs must be preapproved by the Lower Merion Library System
 - m) All programs must be open to the public and offered free of charge
 - n) The library system may approve the sale of items related to the program with preapproval
 - o) In addition, a program participation fee may be charged, with prior library approval:
 - i) To recover the cost of materials, or supplies, when it would otherwise not be feasible to offer the program
 - ii) To cover the cost of an educational program which provides an official certification or endorsement

If you are interested in suggesting a program please click on this link:

<https://forms.office.com/Pages/ResponsePage.aspx?id=5cCvGMQjA0qiXWQW4UyGcuPmF-z6oqBAqatGGIk1iBxUQjhLU0ZKVEFXUjQ5S1NTMzBLSk83MDBHMy4u>

IV. REQUEST FOR RECONSIDERATION

The Lower Merion Library System welcomes expressions of opinion from patrons concerning programming. Patrons should address questions about a program with a library staff member. Patrons who wish to continue their request for review of library programs may submit the Request for Reconsideration form. Requests for review of programs will be considered in the same manner as requests for reconsideration of library material as outlined in the Lower Merion Library System's Collection Development Policy.

Approved by the Lower Merion Library System Board of Directors September 20, 2019