MAMAKATING LIBRARY

PROGRAMMING POLICY

Programming supports the library's mission to fulfill educational, informational, cultural and recreational needs of the community by offering opportunities for exploration, lifelong education, community engagement and access to technology.

Director and staff are encouraged and expected to be creative and innovative to meet community needs. Programs incorporate a variety of interactions, such as one-on-one engagement, small group discussion, hands-on activities and large programs and events. Programs may be staff-led, presenter-led, or participant-led (i.e. self-directed) and either in-person or remote.

Programs should stimulate use of the library resources by new as well as established library users. They provide a unique opportunity to market and promote library services. The purpose of individual programs is determined as part of the planning process, i.e., the audience (age, demographics and size), community needs, content, learning objectives and outcomes.

Mamakating Library is committed to being a sustainable community center. As such, we consider environmental stewardship, economic feasibility, and social equity in all of our programming decisions.

Criteria

The following criteria are used in planning library-sponsored programs:

- Alignment with library mission and Long-Range Plan
- Promotion of library collections and resources
- Timeliness and relevance of topic to community needs and interests
- Availability of funding
- Availability of adequate space
- Promotional opportunities and constraints
- Presenter background/qualification in content area
- Treatment of content for the intended audience
- Connection to other community activities

Location

In-person programs may be held at the library or off-site, either indoors or outdoors. Remote programs may be live (e.g. using Zoom or Facebook Live) or recorded and presented via a platform such as the library's website or social media.

Presenter Agreement

Agreement to lead the program or perform the event should be received in writing from the leader/performer by the director either by email or on a Presenter Agreement form, with agreed upon payment for services when applicable.

Registration

Participant registration for programs is required for planning purposes to determine space and materials required. Staff are expected to contact registrants approximately one day prior to event to remind them of the date and time and provide any other required information. The reminder call is not required for very large events (fifty or more participants).

A minimum of three registrants or remote links (e.g., Zoom windows) are required for a program to be carried out. If there are fewer registrants, the program may be rescheduled for another date or cancelled due to lack of interest.

Evaluation

Surveys are distributed to participants after programs when there is a need for evaluation of program content, leader and/or promotion.

Reconsideration

To suggest reconsideration of a program offering, a patron must submit a Request for Reconsideration form to the Library Director. The Library Director will then respond in writing to the patron making the objection. Any remaining objections will be addressed by the Board of Library Trustees. Program offerings, like library materials are judged on their adherence to this policy.

Approved by the Mamakating Library Board of Trustees, February 10, 2021
Amended 12/13/2022
Amended 2/13/2023