

Program Policy*Effective Date: 10/24***Page 1***Policy No. 2.10*

Policy

To support its mission, “Share the Joy of Discovery,” the Ela Area Public Library offers a wide variety of social, cultural, educational, and entertainment programs. These programs aim to meet the needs and interests of the community, embrace broad areas of knowledge, represent diverse voices and viewpoints, and support the current Strategic Plan.

Ela Library staff are responsible for selecting, planning, and coordinating programs. Criteria include the presenter’s expertise and reputation; budget, space, and staffing availability; relation to the library collections, resources, and exhibits; and connection to other community events and programs. The library may co-sponsor programs with other organizations and groups. Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by the presenters or participants. Library staff retain the right to determine which programs and events will take place.

An outside person or group booking a meeting or conference room does not constitute a library-sponsored program. For more information, please see the Meeting Room Policy (2.8 A) and Conference Room Policy (2.8 B).

All programs are to be free of solicitations and sales pitches. Soliciting contact information of participants is prohibited. At the discretion of the Executive Director or a designee, authors, artists, and musicians hired by the library for a program may offer their work for sale after a program. However, purchase is not required for attendance, and no pressure should be placed on attendees. Library staff are not permitted to assist with sales.

Attendance, Registration, and Cancellation

Programs are open to the general public and are generally free of charge. Some programs may be designed for specific audiences and may be subject to age restrictions.

Ela Area Public Library cardholders may be given registration preference for high-demand programs. Due to space, staffing, and materials limitations, the Library may limit the number of participants or may use a waiting list. Groups wishing to attend a library program should notify the Library in advance and understand that they will be admitted only if space is available.

The Library reserves the right to cancel programs for a number of reasons, such as severe weather, absence of the presenter, or low registration. Canceled programs are not automatically rescheduled.

Program Policy*Effective Date: 10/24***Page 2***Policy No. 2.10*

If Ela Area Public Library District residents have concerns or questions about a program, they should share those concerns with the library staff member in charge of the event or be referred to the appropriate Department Head or Executive Director.

Conduct in Library Programs

Presenters and participants in library programs are required to follow the Appropriate Use of Library Policy (2.6) and Unsupervised Children Policy (2.7). When a child aged ten or under is attending a program, their parent/caregiver must remain in the building and return to meet their child by the end of the program. For some programs, parents/caregivers are required to attend with their child.

Recording

Limitations to photography and/or videography may apply at library programs and events based on contract and copyright restrictions with presenters. Recording should not interfere with the program or distract the presenters. By attending a library program, participants consent to being photographed or recorded. These images and recordings may be used for promotional purposes both in print and online, including use on the library's social media.

Accessibility

Programming practices adhere to the Americans with Disabilities Act (ADA) and the American Library Association's Bill of Rights. ADA accommodations are available for programs if requested two weeks in advance.