Ossining Public Library Programs Policy

The Ossining Public Library's mission and vision is to enrich, connect, and inspire our community and to be the community's center for lifelong learning. Our programs are an integral component of furthering our mission and fulfilling the goals of our long-range strategic plan.

Our programs:

- Highlight the library's collections, resources, and services
- Enhance the library's role as a community resource
- Expand the visibility of the library within the community
- Provide opportunities for lifelong learning, recreation, and entertainment

The responsibility for programming rests with the Library Director, under the governance of the Board of Trustees. The Director, in turn, delegates programming duties to the library's professional staff.

Program Selection

Professional programming staff actively plan programs to appeal to our community's interests and meet their needs. Non-staff program presenters are chosen based on a number of factors, including expertise, experience, and their ability to provide a program that is informational, educational, enlightening, or inspirational. Those interested in presenting a program must fill out an Application for Presenting a Library Program.

Library staff use the following criteria, as appropriate, when making decisions about programs:

- Community needs and interests
- Availability of library resources, including space, staffing, support, and budget
- Treatment of content for intended audience
- Presentation quality
- Presenter background/qualifications in content area
- Relevance to community interests and issues
- Historical or educational significance
- Connection to other community programs, exhibitions, events, or celebrations
- Relation to library collection, resources, exhibits, and programs

Programs that promote a business or industry in large part to benefit that business or industry or that are of a client-building nature for the presenter cannot be presented as a library-sponsored program.

Presenters' Contracts

- Presenters who are selected by the library to present programs, whether paid or volunteer, must complete and submit an Independent Contractor Program Contract at least eight weeks prior to the date of the program. Failure to submit a contract may result in the

cancellation or postponement of the program. Late submissions may only be approved by the Library Director.
- Presenters may be required to carry liability insurance and, if so, must provide the library with proof of insurance at least eight weeks prior to the date of the program.

Content and Management of Programs

The library's philosophy of open access to information and ideas extends to library programming. The library does not discriminate through its program selection. Library sponsorship of the program does not constitute an endorsement of the content of the program nor the view expressed by participants or presenters. The library is not obligated to represent multiple and/or opposing viewpoints within any one program or series.

- Library staff who present or manage programs do so as part of their regular duties.
- Library programs do not duplicate programs offered within the community unless they support the library's long range strategic plan, there is sufficient local interest, and library resources are available to support duplication.
- Programs are not excluded because of possible controversial subject matter.
- Professional performers and presenters that reflect specialized or unique expertise may be hired for library programs
- Programs may be canceled at the discretion of the Library Director and may or may not be rescheduled. The library is not responsible for fees or costs of programmers in the event of cancellation.

Marketing of Programs

The library will create marketing materials for all library-sponsored programs.

- Marketing materials may include fliers, a listing on the library's online events calendar, information on the library's website, social media posts, library email newsletters, etc. For partnership programs, the partner organization may provide their logo for inclusion in library marketing materials when appropriate.
- The library may give permission for marketing materials to be created by the partner organization. In such cases, the library must approve all marketing materials, including the use of the library's logo, prior to the distribution of such materials.
- Photos and information for marketing materials must be received by the library in a timely manner and at least eight weeks prior to the program date. The delay in receiving this information may result in the cancellation or postponement of the program.

Audience and Attendance

All programs are open to the public.

- Programs designed for specific audiences may have attendance restrictions or requirements based on age. Programs designed for a general audience have no age restrictions.

- When safety or the nature of a program requires it, attendance will be determined on a first-come, first-served basis or by pre-registration. Pre-registration will be handled through the library's online calendar of events. Presenters may not handle their own pre-registration.
- Attendance may only be collected by the library. Presenters may not gather attendance information for their own purposes.
- Attendance may be limited if the number of participants reaches the established room capacity.
- It is the responsibility of caregivers to guide children's use of the library and its resources or services.
- All program attendees and participants must comply with the library's Code of Conduct. The library reserves the right to deny attendance to anyone being disruptive to audience members or the programmer and to anyone in violation of the library's Code of Conduct or other library policies.
- Program attendees and presenters may be photographed, filmed, or recorded and their likenesses used by the library in promotional materials.

Charges, Sales, & Fundraising

- Most library programs are offered free of charge. In some cases (such as in language learning classes), patrons may be asked to purchase a book that is a learning tool for the class materials.
- Programs are not used for the solicitation of business.
- Although a businessperson or other professional expert may present a program, the information may not promote their specific business's interests. No solicitation of future business, included but not limited to the development of prospect and mailing lists, is permitted.
- Fundraising as part of a library-sponsored program is not permitted. Groups wishing to do fundraising must follow the Use of Meeting and Performance Spaces by Outside Groups policy. The Ossining Public Library Foundation and the Friends of the Ossining Public Library may host programs with a fundraising component.
- The sale of items created by authors and artists responsible for the content of the library program may be permitted with the permission of the Library Director.

Statements of Concern

The Ossining Public Library and the Board of Trustees welcome feedback from patrons concerning programming. Patrons who wish to request the review of library programs may submit this Statement of Concern About Library Programs, which may be found here. Patron concerns will be handled promptly and courteously.

Policy & Personnel Committee approval on 07/27/26
First reading: 08/17/26 Regular Monthly Meeting of the Board of Trustees
Approved by Resolution: 09/16/26 Regular Monthly Meeting of the Board of Trustees