

## Programming Policy

1) **Scope**

This policy refers to programs presented or sponsored by Joseph H. Plumb Memorial Library. Programs held at the Library by community groups are subject to the Meeting Room Policy.

2) **Policy**

Programs are done in accordance with the goals and objectives for the library as listed in the applicable Five-Year Plan. The library presents programs for children, teens, and adults throughout the year designed to:

- Assist patrons in the use of library materials or resources, or
- Encourage and promote the use of library materials and resources, or
- Present information not otherwise available, or
- Facilitate the sharing of the community's "people resources" (e.g., hobbies, skills, collections, expertise)

A program is a planned public activity (other than a tour or training session) that takes place at the library and is presented or sponsored by the library. A program can be, but not limited to, a story time, lecture, workshop, discussion group, performance, author readings, puppet show, demonstration, or panel discussion.

The Library seeks to include a broad spectrum of opinion and a variety of viewpoints in Library-initiated programs. Library sponsorship of a program does not constitute or imply an endorsement of third-party's policies, beliefs, or program by any library personnel, the Board of Trustees, or the Town of Rochester.

3) **Program Requirements**

- a) The library budget does not pay for programs. All funds for performers or speakers will come from the Friends of the Library or from other sources.
- b) Free of charge and open to the public.
  - i) An exception to this policy is fundraising programs held by the Friends of the Library to benefit either themselves or the Library.
- c) Must have 2 or more attendees, unless otherwise indicated/advertised
- d) Led by or has a library staff in attendance
- e) All program attendees must adhere to the library's policies on patron conduct
- f) Pre-registration may be required for some programs, particularly where space is an issue.
  - i) Rochester residents will have first preference. Out-of-towners will be placed on a waiting list and called one week prior to the program as space permits.

The Board of Library Trustees reserves the right to amend this policy at any time.

Adopted by the Joseph H. Plumb Memorial Library Board of Trustees on January 10, 2009  
Revised December 12, 2023