



## James Blackstone Memorial Library *Program Policy*

The James Blackstone Memorial Library presents programs that offer information, education, and recreation to the residents of our community to further the goals and objectives of the Library's strategic plan. These programs will often be presented in cooperation with other agencies and institutions as well as other public and private resources.

As part of the Library's mission to provide essential access to information, resources, and unique shared experiences, programs are designed to help ensure Branford is an educated and enriched community.

Programs may represent the wide range of ideas and views contained in our materials collection and will represent the Library's philosophy of free access to information. The ultimate responsibility for selection of Library programs rests with the Library Director.

Library sponsored programs will be free and open to the public. Programs will not be allowed to serve as a platform for generating income for any sponsoring group or individual, except funds to support the Library. Products or services will not be sold during programs at the Library. Excepted from this are authors who come to speak about books they have authored and performers who have recordings available for sale.

In our promotion of programs, organization names or business affiliations may be used. This does not constitute endorsement, merely acknowledgment.

### **Applying for Library sponsored programs:**

Programs consistent with the Library's mission and goals may include performances, book readings, classes, book discussions, workshops or other educational, recreational or cultural activities. Many programs in the Library are presented by Library staff. Library staff often work with community volunteers to produce programs. Occasionally, the Library will contract with paid presenters or performers for programs. Library-sponsored programs include the use of Library space and staff involvement in the planning or logistics. They must be planned within normal operating hours. Sponsorship may include promotion or publicity by the Library and contributions toward expenses or supplies. Prospective presenters, whether paid or volunteer, must fill out a "Library-sponsored Program Proposal." Each presenter will be assigned a Library staff contact person. Sales are not allowed and no attempt may be made to obtain the names, addresses or telephone numbers of attendees. Events and programs are generally planned three months in advance. Availability of Library space and staff time are limited. All publicity will either be created or approved by library staff. Presenters will provide their Library contact with the materials and information they wish to be used in publicity. Event information will appear in the Library's online calendar. Other publicity options will be tailored to the type of program and will depend upon the timeliness and quality of materials and information provided by the presenter. Deadlines for inclusion in the Library's publicity materials are:

September 15 for programs in December, January, and February  
December 15 for programs in March, April, and May  
March 15 for programs in June, July, and August  
June 15 for programs in September, October, and November