Lynnfield Public Library Programming Policy

Purpose of the Programming Policy

The mission of the Lynnfield Public Library is to facilitate townspeople of all ages in the meeting of their personal, professional, informational, educational, recreational and cultural needs by providing both current technological and traditional means of access to materials, programs, and services. Programming and Events are an integral component of Library service that:

- Expand the Library's role as a community resource,
- Introduce patrons and non-users to Library resources,
- Provide entertainment and enrichment,
- Provide opportunities for lifelong learning, and
- Expand the visibility of the Library.

Subject to the ultimate authority of the Board of Trustees, the Library Director holds responsibility for programming at the Library. The Library Director, in turn, may delegate the authority for program management to appropriate departmental staff. Library staff use the following criteria in making decisions about program topics, speakers, and accompanying resources:

- Community needs and interests,
- Availability of program space,
- Relevance/appropriateness of program to Library's mission,
- Presenter background/qualifications in content area,
- Budget and cost of program,
- Staff time required for planning, promotion, and execution of program,
- Connection to other community programs, exhibitions or events, and
- Relation to Library collections, resources, exhibits and programs.

The Library is interested in opinions and suggestions for Library programs. These suggestions or opinions should be communicated to Library staff or the Library Director. The Library's philosophy of open access to information and ideas extends to Library programming, and the Library does not discriminate through its

programming. Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by participants, and program topics, speakers, and resources are not excluded from programs because of possible controversy. Library staff who present programs do so as a part of their job. In addition, the Library draws upon community resources in developing programs and attempts to partner with other community organizations, educational and cultural institutions or individuals to present and/or co-sponsor programs.

At any Library Sponsored Event

- All programs at the Library are open to the public and free of charge.
- Patrons may be asked to bring their own supplies and materials needed at workshops. Programs may be held on- or off-site.
    - Decisions related to whether the program is in person, hybrid, or virtual are made by the coordinating staff in collaboration with the performer or speaker.
    - A program may be converted to virtual as needed (because of weather, speaker issues, etc.). We will make every effort to let potential participants know about such a change.
    - Attendance at virtual programs cannot exceed the capacity of the Library's Zoom account.
- Anyone participating in programs, including staff, participants, and performers, must adhere to the Lynnfield Public Library [Rules of Behavior](#) policy. Caregivers are responsible for their children's conduct.
- Program attendance will not exceed the capacity of its space as determined under the fire code.
- Programs may be designed for and limited to a specific audience, age, or grade level.
- Decisions concerning an event's audience, registration, capacity, late arrivals, and allowable walk-ins will be made by the Library staff supervising the event. Patrons will respect decisions made by the Library staff with the presenter's input regarding the above.
- In compliance with the Americans with Disabilities Act, we will make sure to have seating and auditory support devices available for anyone who needs accommodation. Please request in advance if special equipment is required.
- At all events we will adhere to our Photography/Filming Policy.

- Any adult planning to attend a Children's or Teen event must be accompanied by a child or teen.
- Standard age ranges:
    - Children are defined as those between the ages of 0 and 11.
    - Teens are defined as being between the ages of 12 and 18.
    - Adults are defined as those ages 18 and up.

Registration

Registration may be required for some events for various reasons, including maintaining the venue capacity or to allow the presenter to prepare for the number of people attending. Registration for programs may be done on the Library's website calendar of events, or by calling or visiting the Library. We request that registered individuals notify the organizers as soon as possible if they are unable to attend in order to allow other people to register. A waitlist may be created for high-demand events, in lieu of allowing walk-ins. Should spots become available, we will make every effort to notify waitlisted patrons in time for them to attend the event. If there is still space, walk-ins will be allowed. Best efforts will be made to accommodate

Event Promotion

- The Library can only promote library-sponsored events.
- The Library staff is responsible for program graphics which adhere to our branding guide. All external graphics must be approved for use by the supervising staff or Library Director in regard to collaborative programs.
- If time and space allow, the Library may share community program information.

Performers or authors may sell books or CDs as part of a library program. Programs sponsored by the Friends of the Library may include the sale of merchandise as a fundraiser to benefit the Library. Sale of any other products at Library programs is not permitted unless authorized by the Library Director or designee. Programs are not used for commercial, religious, political, or partisan purposes or for the solicitation of business. However, the presenter may leave business cards for participants to pick up after the program for anyone interested in purchasing items or services from the presenter.