



# ***Little Chute Public Library***

**Gerard H. Van Hoof Memorial**

## Programming Policy

Library programs extend and promote the role of the library as a community resource, enhance the information found in library collections, offer a way for people to obtain information, encourage participation in civic life, and help to address the cultural and leisure-related interests of the community. Programming allows the library to forge partnerships with a wide variety of groups/individuals and attract both new and regular users of all ages and backgrounds. A program is created with the aim of accomplishing these goals:

1. Expanding the library's role and visibility as a community resource and community center.
2. Introducing patrons and non-users to library resources and services.
3. Providing opportunities for lifelong learning and entertainment.

Library staff are responsible for developing and implementing library-sponsored programs and utilizing staff expertise, collections, services, and facilities. The library may partner with community agencies, organizations, businesses, and individuals to present co-sponsored programs. Furthermore, professional performers and presenters may be hired for library programs. Programs may be held on-site, off-site, or virtually.

### **Library staff may use, but are not limited to, the following criteria in program planning:**

- Relation to library mission and service goals
- Community needs and interest
- Presentation quality and treatment of content for intended audience
- Presenter background/qualifications/reputation
- Availability of program space
- Budget and staffing considerations
- Connection to other community programs, exhibits or events.

All library programs are open to the public, and a library card is not required to attend. Every attempt will be made to accommodate all who wish to attend a program. Registration may be required for planning purposes and when space is limited. Details about registration

requirements will always be included in the program's description on the library's website and advertising materials. Registrants should notify the library in advance if they must cancel their registration.

The Library reserves the right to:

- Limit attendance at events due to space considerations, budget constraints, and/or on the nature of the program.
- Set age limits for library-sponsored programs.
- Cancel programs, to be rescheduled or not.
- Deny attendance to anyone who is disruptive or who violates the library's Rules of Conduct Policy.

### **Photography**

Little Chute Public Library staff may photograph and/or video record event participants and library visitors at library programs, events, and other activities to advance the mission of the library. By attending library programs and events you authorize the use and reproduction by the library, or anyone authorized by the library, to any photographs, audio or video taken while at Little Chute Public Library or library-sponsored event, without compensation.

Photos, audio and/or video are used for library publicity only. Photos may be posted to the library's social media sites including but not limited to Instagram, Facebook, and the Little Chute Public Library website. For safety and privacy reasons, children's names will not be published with accompanying photos without a parent's or guardian's permission. Adults' names will not be published with accompanying photos without the adult's permission.

If you do not wish to be photographed, please talk to a library staff member before the event or program.

Approved and adopted by the Little Chute Public Library Board of Trustees on May 21, 2024.