

Essential Elements of a Program Policy

Purpose:

Statement of the reason why you offer programs

Definition:

What is a program? Where does it take place? Who are they for? Provide a few examples of types of programs you will offer (generalities – i.e., informational, lecture, movie, craft, workshops, discussion groups, performances, etc).

Responsibility:

Who is responsible for programming? Will there be any collaborative programming? Who handles programming suggestions from staff, community groups, and/or patrons? Will a teen council be involved?

Content:

Scope of programs and reasoning to support scope

Charges and Fees:

Will there be a cost for attendance? Are there ever any exceptions?

Attendance:

Who can attend? Will there be any limits and/or pre-registration? Will there be some programs open to all ages?

Complaints:

What is your procedure if you receive a complaint over a program the library is offering/has offered? Will you use a formal complaint process? Who will handle?