

Policy Programs	Date Approved by WGRLS Board November 14, 2023
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Purpose: Library programs are planned public activities that are initiated or presented by WGRLS and take place at the Library, at the Bookmobile, at locations in the community, or online. Library programs include, but are not limited to the following: book talks, demonstrations, discussion groups, lectures, performances, storytimes, tours, and workshops.

The purpose of Library programs is to:

- Encourage the use of the Library and its resources
- Promote early literacy, acquisition of skills, and a life-long love of reading and learning
- Present information issues of current interest
- Foster cultural awareness, diversity, and equitability
- Foster civic engagement and discourse
- Facilitate the sharing of local talent, knowledge, and expertise

Policy: Content

WGRLS' goal in programming is to connect members of our community with a wide variety of topics, perspectives, and experiences. WGRLS upholds principles of intellectual freedom and supports the rights of individuals to read, speak, view, and exchange points of view. In order to provide access to diverse perspectives, the library presents a variety of programs. Presentation of a program does not constitute WGRLS' endorsement of the content or views expressed by participants.

Partnership

WGRLS welcomes program proposals from individuals and community groups. WGRLS will consider a programming partnership request based on the following criteria:

- The program fulfills the purpose of a Library program, as defined above
- The program supports WGRLS' mission and strategic priorities
- The programming request adheres to WGRLS' [Meeting Room Policy](#) and a [Meeting Room Reservation Form](#) is completed.
- The program time and place does not conflict with a regular or previously scheduled library event or program.

Programming partnerships are approved based on current programs offered, community interest, and relevance to WGRLS' goals. Final approval of all programming rests with the library administration. WGRLS is responsible for providing the space and requested audiovisual equipment if/when available. WGRLS will not provide staff, materials, or advertising for the program. Program partners will provide materials, staff, and advertising themselves. In some circumstances, potential reimbursement of supplies/materials is at the discretion of library administration and should be agreed upon before booking of the program.

Any advertisements of the program should have the phrase The West Georgia Regional Library System does not advocate or endorse the viewpoints of this program. The library's name, address, or telephone number should not be used as the contact information for the group or organizer. Failure to comply with this guideline may result in cancellation of the partnership program.

Charges, Sales, and Fundraising

All WGRLS programs are offered free of charge. Library programs must be non-commercial in nature. Although a businessperson or other professional expert may present a program, the information may not promote their specific business interest. No solicitation of future business, including but not limited to the development of prospect and mailing lists, is permitted.

Fundraising and sales are permitted with prior approval in the following circumstances:

- For fundraising to benefit the Library's Friends of the Library group or the WGRLS Community Foundation
- For sale of items created by authors and artists responsible for the content of a Library program.

Attendance

All programs must be open to the public. Every attempt will be made to accommodate all who wish to attend a program.

- Attendance will be limited if the number of participants reaches the room capacity established by the local fire department.
- When safety or the nature of a program requires it, attendance will be determined on a first-come, first-served basis or by pre-registration.
- Programs designed for specific audiences may have attendance restrictions or requirements based on age.
- It is the responsibility of parents or legal guardians, not WGRLS staff, to guide their own children's use of the library and its resources and services.

Reconsideration of Library Program

WGRLS welcomes feedback from our patrons. Any concerns will be addressed as detailed in the [Library Services Reconsideration Policy](#).