

**Lake Pleasant Public Library
2864 State Route 8
Speculator, New York 12164**

LIBRARY PROGRAM POLICY

The Lake Pleasant Public Library recognizes the need to provide quality programs to all residents and visitors in keeping with its mission and goals as expressed in our Plan of Service. The intent of a Program Policy is to set guidelines for programs which promote the use of the library and are informational, entertaining, or cultural in nature and reflect our interest in a diverse population. All programs or events at the library are covered by this policy. The use of the library by the public for meetings and conference room use are governed by the Meeting Room Policy.

The Library will attempt to offer a diverse number of programs. However staffing issues or budget constraints may limit the number and type of programs which can be offered. Registration may be required for planning purposes or when space is limited. Programs may be held off site when applicable. Library staff who present programs do so as part of their regular job and are not hired as outside contractors.

Programs sponsored by the library shall generally be free and open to the public. However, at the discretion of the Board of Trustees and the Library Director, a fee may be instituted for specialized programs. Depending on the nature of the program and with the approval and consent of the BOT, fees for specialized programs are paid either directly to the library or the presenter. Compensation for outside presenters may be necessary. Library sponsored programs must be non-commercial in nature and not to advertise a specific philosophy or belief.

Library sponsored programs offered either on or off site may be photographed or video recorded by library staff or designees. Photos or videos may be used on its website or social media provided images of individuals will not be identified by name without written approval of the photographed individual, parent, or legal guardian.

Programs may be co-sponsored by other organizations within the community. Presenters may be permitted to sell items pertaining to their presentation (books, as in the case of authors) providing such an arrangement has been made in advance with the Library Director.

Public announcement of all programs will be in a timely manner.

The ultimate responsibility for programming lies with the Library Director who administers under the authority of the BOT. In the event the library has a designated Program Coordinator, the Library Director may delegate authority to the Coordinator who will work in concert with the Director and staff.

The library welcomes expressions of opinions from the community regarding any program presented. If applicable, the concern should be addressed with the Coordinator or Director and, if necessary, submit a Request for Reconsideration in the same manner as requests for reconsideration of library materials as outlined in the library's Collection Policy.