

# Events and Programs Policy

Responsibility for library program development is vested in the Library Director, and such members of the staff whose job descriptions include program responsibilities. Library programs may utilize volunteers and may be developed cooperatively with governmental units, community organizations, and individuals. A program is any presentation given in or out of the Library (in person or by technological means) by a Library staff member or other presenter and sponsored by the Library, the Friends, or a partnership including the Library.

Library programs support the Towanda District Library mission, vision, and values. They are planned in advance to meet staffing and publicity deadlines. Library programs may require registration. Limits on the number of people able to attend may be necessary due to facility, program, performer limitations or other requirements pertaining to safety.

Library programs are funded in part by the operating budget with additional support from Towanda District Library fundraising activities, grants, contributions, gifts, endowments and partnerships.

No individual or organization who presents a program at the library will be permitted to sell their product or services during their presentation or during their time at the library (with the exception of authors who come to speak about their books or performers who have recordings of their music).

Organizations or business affiliation of presenters or co-sponsoring agencies will be used by the Library in promoting programs. This does not constitute endorsement.

## Groups

Due to room capacity and staffing limitations, any groups (including but not limited to preschools, schools, day care centers, senior centers, etc.) wishing to attend will only be admitted if there is space available at the time of the program. Scheduled tours, visits, and storytimes are available to groups upon request and dependent on scheduling and staffing availability.

## Canceled Programs

Programs may be canceled for a number of reasons including, but not limited to, severe weather, absence of the presenter, or low registration. In the event a program is

canceled, efforts will be made to notify registered participants, and to let the public know. Canceled programs are not automatically re-scheduled.

### Special Accommodations

Programming practices adhere to the Americans with Disabilities Act (ADA) and the American Library Association's Bill of Rights. ADA accommodations by request for programs are available, and should be arranged by contacting the Library Director or designee at least ten business days prior to a scheduled program.

### Recording of Programs

Limitations to photography and videography may apply at programs and events based upon contract and copyright restrictions with the presenters. Attendees should discuss their desire to photograph or record a program or event in advance with the appropriate library staff.

Library staff may also photograph or otherwise record Library programs for promotional purposes.

### Other Limitations

Everyone attending Library-sponsored programs is subject to all other Library rules, regulations, and policies, including, but not limited to, the Patron Code of Conduct. The Library reserves the right to suspend or revoke permission to attend Library-sponsored programs for any violation of Library policies, rules, or regulations. An individual wishing to file an appeal for any suspension of privileges shall submit it to the Library Director in writing within 10 days of receiving the suspension. The Library Director will respond in writing.