

# S P O K A N E C O U N T Y L I B R A R Y D I S T R I C T

<b>Policy Title</b>	Library Programs		
<b>Approval Date</b>	April 15, 2025	<b>Revision Date</b>	
<b>Related Policies</b>	Access to Library Services Children's Safety in Libraries Code of Conduct Collection Development Customer Privileges and Responsibilities Emergency Closure of Facilities Filming and Photography Financial Management Intellectual Freedom Library Meeting Room Use		
<b>Related RCW</b>	27.12.210		
<b>Purpose</b>	Defines library programs and establishes criteria for program development, presentation, and participation by the public.		

## Definition

A library program is defined as an event sponsored or co-sponsored by the Spokane County Library District (District) that provides learning and/or entertainment opportunities to meet the diverse informational, educational, and/or recreational needs of the communities the District serves.

Library programs may be provided in a variety of formats and venues, and typically contain a presentation and/or guided activity component.

Library programs are a fundamental element of library service that furthers the mission, vision, guiding principles, and strategic priorities of the District.

## Access

In compliance with the District's Access to Library Services Policy, library programs will be developed with consideration for the principles of accessibility and will contribute to the District's welcoming environment. Reasonable accommodations will be made to ensure that programs are accessible to all who wish to attend and participate.

The District's philosophy of open access to information and ideas extends to library programs. Most programs are free and open to the public; however, some programs may require a nominal materials fee. Registration may be required for planning purposes or when space is limited.

## Participant Expectations

All library program participants are expected to comply with the District's Code of Conduct Policy.

In compliance with the District's Children's Safety in Libraries Policy, the responsibility for monitoring children participating in District programs is vested with their parents, guardians, and/or caregivers.

## Development

The Board of Trustees delegates development and presentation of library programs to designated District staff. The Executive Director or designee shall have oversight and final approval of all library programs.

Staff use the following criteria when making decision about library program topics, activities, and presenters, and accompanying resources:

- Community needs and interests
- Relation to library collections, resources, and services
- Connections to other community programs, exhibits, or events
- Adherence to the District's Intellectual Freedom Policy
- Historical, educational, or cultural significance
- Presenter expertise and/or public performance experience
- Popular appeal

The District may draw upon other community resources when developing programs and may collaborate with other community agencies, organizations, educational and cultural institutions, or individuals to develop, present, and/or co-sponsor public programs.

### **Intended Audiences**

Some programs may be developed for a particular audience, i.e., attendees should be within the appropriate age group such as children or teens, and/or may require an accompanying adult. The District reserves the right to set age limits or recommendations for programs.

In determining appropriate age recommendations, District staff will consider the suitability of the program's materials, format and program presenters, the relevancy and suitability of topic, messages, and programming methods for the intended audience. Programs designed for specific audiences will be publicized as such.

### **Use of Third Party Presenters**

The District may contract with third party presenters for library programs. District selection of such programs does not constitute an endorsement of the content of a program or the views expressed by presenters.

Professional performers and/or presenters that reflect specialized or unique expertise may be contracted with to provide library programs. The District may conduct background and/or reference checks in advance of contracting with the performer or presenter to ensure quality standards.

Unsolicited offers from individuals and/or organizations to present library programs may be considered at the sole discretion of designated District staff.

Organizations or individuals collaborating with the District on programs must coordinate marketing efforts with the District's Communication Department.

### **Filming and Photography**

In compliance with the District's Filming and Photography Policy, the District may photograph or film individuals and activities at District sponsored programs and reserves the right to use video or

photographs taken of program participants for internal use, publication, and/or for District promotional purposes.

### **Cancellation of Programs**

At the sole discretion of designated District staff, the District may suspend, postpone, reschedule, and/or otherwise cancel library programs for the following reasons:

- Closure of a facility as per the District's Emergency Closure of Facilities Policy
- Lack of sufficient staffing levels
- Change in the availability of the program presenter(s)
- Provision of the program would interfere or disrupt, or reasonably have the potential to interfere or disrupt, regular library operations and/or public access to the library or its services
- Any other condition or event that may adversely affect the health and safety of District employees and customers

The District will provide as much notice to customers regarding library program cancellations as is practicable.

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The Executive Director will establish administrative procedures necessary to implement this policy. Any appeal of an administrative action under this policy will first be made in writing to the Executive Director and then to the Board of Trustees.

The District will make a good faith effort to implement this policy in a fair and consistent manner.