

LIBRARY PROGRAMS POLICY

The purpose of this policy about Rapides Parish Library programs is to guide in the creation of Library-sponsored programs that support its mission:

“The mission of the Rapides Parish Library is to promote lifelong learning, enhanced quality of life, and literacy through print, audiovisual and electronic resources. The Library staff ensures that all citizens receive the maximum value from available informational, educational, cultural and recreational resources.”

All programs must be open to the public and offered free of charge, although at the discretion of the Library Director the following will be permissible at Library-initiated programs or on property governed by Library policy:

1. Fund-raising to benefit the Library, sponsored by the Friends of the Rapides Library.
2. The sale of books or other program-related items as part of an approved Library program. Presenters are encouraged to donate a copy of their work to the Library for possible inclusion in the Library collection.

Due to space limitations or the nature of the program, attendance at programs may be limited. Registration may be required for planning purposes or when space is limited. When limits must be established, attendance will be determined on a first-come, first-served basis, either with advanced registration or at the door. In some cases, the nature and success of a program may require a limited attendance based on age, for example, programs intended for children and teens that are geared to their interests and developmental needs.

Library staff who present programs do so as part of their regular job and are not hired as outside contractors for programming. No Library programs, whether presented by Library staff or outside performers and presenters shall be used for commercial, religious, or partisan purposes or the solicitation of business.

In developing and delivering programs, the Library staff utilizes staff expertise, collections, equipment, and facilities. The following criteria are used in making decisions about program topics, speakers, and accompanying resources:

- Expressed community needs and interests
- Budget and cost of program
- Availability of program space
- Treatment of content for intended audience
- Historical or educational significance
- Connection to other community programs, exhibitions or events
- Presenter background/qualifications in content area
- Presenter qualifications/references as program presenter
- Relevance/appropriateness of program to Library’s mission and goals
- Staff time

Anyone interested in presenting a Library program may submit a Library Program Application that will be reviewed according to the above criteria. Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by participants or program topics.

Responsibility for programming at the Library rests with the Library Director, who administers the Library under the authority of the Board of Trustees. The Director, in turn, may delegate authority for program management to appropriate departmental staff. All Library programming will follow the criteria set forth in this policy, and the Library Program Application.

Exceptions to this policy may be made at the discretion of the Director as he/she deems in the best interest of the Library and the community.

Approved by the Rapides Parish Library Board of Control

October 16, 2018