

Scoville Memorial Library

Program Policy

Purpose:

The Scoville Memorial Library, in keeping with its mission of being the center of lifelong learning and social interaction for its community, develops and presents programs that provide information, learning, and entertainment. Programming is an integral component of library services that promotes and complements the Library's other services and collections. Library programs reflect our commitment to the community and our belief that a vibrant library is essential to its strength.

Programs are provided for the interest, information and enlightenment of all residents and aim to represent a wide range of varied and diverging viewpoints. Programs will provide access to content that is relevant to the research, independent interests, and educational needs of residents. The Library recognizes the importance of programs as a resource for voluntary inquiry and the dissemination of information and ideas and to promote free expression and free access to ideas by residents. This policy provides guidelines for the development, management, and oversight of programs presented by the Library.

Key Definitions:

A Library program is a free activity, virtual or in-person, planned by the Library staff for the benefit of those members of the public who opt to attend. Use of a public meeting room by an organization or individual to hold a public event sponsored by that organization or individual is not a Library program.

Roles and Responsibilities:

The Library Board delegates development, presentation, and oversight of programs to the Library Director and qualified staff.

The ultimate responsibility for the Library program is held by the Library Director, but day-to-day responsibility is shared by the librarians who are professionally trained to curate and develop programs.

Attendees are responsible for complying with the Library's Behavior Policy.

Program Selection:

The Library strives to present programs that are educational, informational, cultural, or recreational. Topics, content, and timing of Library programs are developed with consideration of available resources and keeping community needs and interests in mind. Program selection is based upon the suitability of topic, format, and intended audience. A program will not be excluded because its topic may be regarded by some as controversial. Library sponsorship of a program does not constitute or imply an endorsement of the content or of the presenter of the program. Programs of a purely commercial nature or those designed for the solicitation of business will not be offered by the Library.

Program Development, Coordination, and Supervision

Designated Library staff are responsible for the development, coordination, and supervision of all Library programs. Program development may involve outside presenters, facilitators, or performers and may be presented in coordination with other entities. When programs are presented at locations outside of the Library and in collaboration with partnering institutions, Library staff will be present for the supervision of the program.

Program Access:

Library programs are free and open to the public on a first-come first-serve basis. Some programs require advanced registration, which may be done online or by contacting the staff member responsible for planning the program. For programs targeted to a specific audience, e.g., children or teens, and promoted as such, preferential admission may be offered to those groups on a first-come first-serve basis, limited to those individuals as the Library deems appropriate. Any individual requiring accommodation to participate in a Library program should contact the Library two weeks prior to the program.

Virtual Programs:

Some Library programs may be offered using a Library approved virtual meeting platform that patrons may use to access the virtual program from their own internet-enabled devices. This may include programs that are simultaneously run at the physical Library as well as programs that are offered only virtually. While hosting the virtual program, Library staff, partnering organizations, and program facilitators will follow industry standard best practices for virtual events.

Some virtual programs may be pre-recorded and broadcast via the internet or recorded as presented for later viewing. In the event an interactive program is being recorded, attendees will be informed of that fact at the start of the program.

Patrons attending virtual programs are expected to adhere to the Library's Behavior Policy and failure to do so may result in their immediate removal from the program. The Library will make all reasonable efforts to ensure the digital security of virtual events, however attendees must understand that all online activity carries some degree of risk.

Patrons are required to provide their own equipment and internet connection to attend virtual programs. The Library will make a good faith effort to utilize platforms that will be compatible with the widest array of hardware and software, but makes no guarantee that every patron will be capable of accessing every Library program successfully. Nor can the Library guarantee the quality of the audio, video, or internet connection of program presenters or attendees.

Program Materials:

Books, CDs, DVDs or other ancillary materials related to the content of a program may be offered for sale at a Library program as a courtesy to attendees. All sales are processed through third-party vendors and proceeds do not directly benefit the Library.

Program Evaluation:

To provide the highest quality and most useful programming, Library staff will gather information about program results to guide future programming decisions. Outputs, such as the number of attendees at a program, will be gathered for all or almost all programs. Outcomes, such as how well the content of a program helped attendees learn about the program's topic, will be gathered at times when such data would be helpful in evaluating a new program topic or format or for grant reporting purposes.

Procedures for the Questioning of Library Programs by Patrons:

The Library limits consideration of requests to reconsider material, displays or programs to individuals residents of the Town of Salisbury. Please refer to our Material Review and Reconsideration Policy for further information on this process.

All library materials, displays, or programs are evaluated and made accessible in accordance with the protections against discrimination set forth in Section 46a-64 of the CT General Statutes.

APPROVED BY CT STATE LIBRARY 9/9/2025

APPROVED BY BOARD OF TRUSTEES 9/19/2025