

Programming Policy

Purpose

This policy defines the purpose and scope of library programming by both internal and external presenters. It gives guidance for how programming is selected and evaluated. It also defines presenter and participant conduct and expectations during programs.

Purpose of Programming

The library is a community resource of interdisciplinary education, and programming provides additional support in that capacity. It also expands the visibility of the library, enhancing community awareness of library resources, materials, and services. Some programs may be presented in cooperation with other organizations, businesses, and community events.

Responsibilities

The ultimate responsibility for the selection and evaluation of library programming rests with the Administrative Librarian. These responsibilities can be delegated to other qualified staff with oversight from the Administrative Librarian. In those instances, it is the responsibility of staff to see that programs are developed and managed appropriately.

Program Selection

Programs and presenters are selected and contracted based upon the following criteria, of which all need not apply:

1. Connection of program to library mission and service goals.
2. Community needs and interests.
3. Availability of space, staffing, funding, and other library resources.
4. Historical or educational significance.
5. Presenter background, expertise, and qualifications.
6. Connection to other library resources and collections.

Program Cancellation

If a program is canceled, participants will be notified as soon as possible. If the program required registration, the notification will be sent to the email used to register. If the program did not require registration, the notification will be posted on the library's social media accounts. If the program had a participation fee, a full refund will be made in the form of payment initially used to register.

In the instance of extreme or dangerous weather, programs may be canceled.

Program Evaluation

Recurring programs are reviewed and evaluated on a periodic basis to ensure they are still aligned with community needs and interests, as well as availability of staff, space, and funding. Nonrecurring programs and presenters are evaluated upon program completion, to ensure they are in alignment with the above criteria. Evaluation forms may be sent to attendees for feedback.

Intellectual Freedom and Concerns

The Orange City Public Library is committed to the principles of Intellectual Freedom. This commitment extends to all programming. A program hosted by the library does not constitute an endorsement of the content of the program or the views expressed by presenters or participants. For more information, see the "ALA Statement on Library Programs" in the appendix.

Concerns about library programs will be referred to the Administrative Librarian for a response. Program participants who are unsatisfied with that response may appeal to the Library Board of Trustees by completing the "Statement of Concern" form in the appendix. The completed request will be given to the Library Board President for review by the Executive Committee or designated proxy. This review will be completed within 10 business days. The Statement of Concern along with the Executive Committee recommendation will be included on the agenda of the next regularly scheduled board meeting. The petitioner will be notified of the meeting date, time, and location. The Library Board will review the request and come to a decision at that time. Their decision is final. Statements of Concern for the same program will be prohibited for five (5) years.

A Statement of Concern will not be considered unless the form is completed in its entirety. The individual submitting the request must be a resident of Orange City and must hold a valid library card.

Participant Guidelines

Registration

All library programs are open to the public, and every attempt will be made to accommodate all who wish to attend programs. If a participant has accessibility concerns, they may meet with the Administrative Librarian to see if accommodations can be made to enable participation.

Most programming is targeted toward a particular audience (adult, teen, child, general, etc.), and patrons on occasion may be prevented from attending a program if they are not within the targeted audience.

Patrons may on occasion be prevented from attending a program or library event if attendance exceeds rated capacity of the particular meeting room, or when the safety or success of the program requires it. In those instances, limits will be pre-established, and attendance will be determined on a first come, first served basis. Advance registration may be required for events with limited capacity, and those who wish to participate will be expected to register within the time frame determined appropriate by library staff.

Some programs are very popular and a waitlist may be added to registration. Participants on the waitlist will be notified no later than an hour before the start of the program if a spot becomes available for them.

Fees

A fee may be charged for certain types of programs, particularly those that require the purchase of materials or off-site rentals. Payment for the event will be collected at the time of registration. If the participant is no longer able to attend, they must let the library know at least 24 hours in advance in order to receive a refund.

Photo and Video Waiver

Photos and videos may be taken of participants for use in library marketing. By participating, participants are consenting to having their or their child's images used by the library for marketing and promotions. If there are extenuating circumstances, participants can meet with the Administrative Librarian to see if accommodations can be made.

Code of Conduct and Unattended Child Policy

Participants in programs are expected to adhere to the Library's Code of Conduct and Unattended Child Policy. Children age 8 or younger must be accompanied by a parent or caregiver that remains in the building for the duration of the program. Failure to adhere to these policies may result in immediate removal from programs, as well as restriction on participation in future programs.

Presenter Guidelines

Solicitation

Library-sponsored programs are to be free of solicitations, sales pitches, or religious or political campaigning unless prior authorization from the Administrative Librarian is given. Authors and artists may obtain approval to sell their work following a library program in which they participated, but are encouraged to donate a portion of the proceeds back to the library. Additionally, the collection and redistribution of participant information is prohibited.

Code of Conduct

Presenters are expected to be set up for the program 15 minutes before the start time. If assistance in set up is needed, there will be a library staff member available to help.

Presenters and their assistants are expected to adhere to the Library's Code of Conduct Policy. Failure to do so may result in cancellation of the presentation or nullification of the contract, resulting in no payment.

For the duration of the presentation or program, a staff member will be in attendance to ensure all of the participants are abiding by the Code of Conduct Policy. If concerns arise, the presenter should make the attending staff member aware so the situation can be handled.

Cancellation or Rescheduling

If a presenter cancels their event, it is expected that attempts to reschedule be made. If rescheduling is not possible, the contract with the presenter is considered null. If a presenter fails to show up when scheduled, the contract will be considered null, and payment will be canceled.

Payment of Presenter

In most cases, presenters will be paid an agreed-upon fixed amount. In some instances, it may be deemed appropriate to pay presenters per participant as determined by the Administrative Librarian. Total payment for programs varies, and is ultimately up to the Administrative Librarian. A presenter may be paid using the following guidelines:

1. If the presenter is paid a fixed amount, they will be paid the day of the event at the conclusion of the program.
2. If the presenter is paid per participant, they will coordinate with the Library to determine overall cost per participant and will be paid after approval by the Board of Trustees at their next regularly scheduled meeting following the event(s).

If a presenter is found to be in violation of any of the above policies, payment may be withheld or canceled.

Programming Policy | History

Date	Action Taken
May 26, 2026	Approved

Programming Policy | Appendix A: Presenter Agreement Form



Presenter Agreement Form

Organization or Name _____

Street Address _____

City _____ State _____ Zip Code _____

Phone _____ Email _____

I have received and read a copy of the Orange City Public Library Programming Policy and Code of Conduct Policy. I agree to abide by these policies.

Signature _____ Date _____

Staff Use Only

Event to be presented: _____

Date of Event: _____ Start time: _____ End time: _____

Type of Payment: ☐ Flat fee of \$ _____ ☐ Paid per participant at \$ _____ per participant

Programming Policy | Appendix B: ALA Statement on Library Programs

Library-Initiated Programs as a Resource: An Interpretation of the Library Bill of Rights

Former title "Library-Initiated Programs and Displays as a Resource"

Library-initiated programs support the mission of the library. They do this by giving users extra ways to access information, education, and recreation. Article I of the *Library Bill of Rights* states, "Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves."

These programs may take place on-site at the library, off-site at other locations, or online. They may be provided by library workers, volunteers, or partners.

Library workers use their expertise to highlight:

- community interests;
- collections;
- services;
- facilities; and
- information resources.

These programs help users discover library resources and the library's role in providing access to information. Libraries may work with other agencies, organizations, institutions, or individuals to create programs that serve the community.

"Socially excluded, marginalized, and underrepresented people, not just the mainstream majority, should be able to see themselves reflected in the resources and programs that libraries offer." [i] Programming options should represent a diversity of genres, formats, ideas, and expressions. Programming options should provide a variety of viewpoints and cultural perspectives that reflect the diversity in communities. Libraries serving multilingual communities should make efforts to accommodate the needs of those who speak and read languages other than English, including advertising for such events.

Library-initiated programs should comply with all applicable laws. This includes the standards and requirements of the Americans with Disabilities Act and state and local disability accessibility guidelines. [ii] Program spaces should be safe and accessible for all users (e.g., ramps, pathways, and emergency exit routes). Reasonable accommodation should be made to have

interpretation, voice amplification, and/or real-time captioning when needed or requested by library users.

Concerns, questions, or complaints about programs should follow the same policies and procedures used to reconsider other library resources. These policies should apply equally to everyone, including, but not limited to, library users, staff, and members of the governing body. They should also emphasize the library's commitment to free and open access to information and ideas for all.

Sponsoring a program does not mean the library endorses the content or the views of the participants or speakers. Similarly, adding materials to the collection or curating a display doesn't mean the library supports the creator or resources' views. Libraries should vigorously defend the First Amendment right of speakers and participants to express themselves.

Article V of the *Library Bill of Rights* states, "A person's right to use a library should not be denied or abridged because of origin, age, background, or views." The right to use a library includes all the resources offered, including programming.

Libraries may create programs for:

- specific age groups;
- educational suitability; or
- audience interest.

However, restrictions based solely on gender, age, or educational level violate this right. These restrictions should only be enforced if not doing so would have a negative impact on the safety of the participants or the intended purpose of the program.

Parents and guardians may decide whether their own children can participate in library programs. They should discuss these decisions with their children. However, no person or organization may interfere with another person's access or participation, including decisions about other people's children.

Users should not be denied access to programs because they owe overdue fines or other fees. If libraries charge for supplies, they should make every effort to reduce economic barriers to participation.[iii]

Libraries should only collect and keep participants' personal information if they choose to opt-in. Attendees may need to show a library card or student ID to prove eligibility, but their information should not be recorded as a condition for attending the program.

Notes

[i] "Services to People with Disabilities: An Interpretation of the *Library Bill of Rights*," adopted January 28, 2009, by the ALA Council, under the previous name "Services to Persons with Disabilities"; amended June 26, 2018; and June 29, 2025.

[ii] "Equity, Diversity, Inclusion, and Belonging: An Interpretation of the Library Bill of Rights," adopted June 27, 2017, by the ALA Council, under the previous name "Equity, Diversity, Inclusion"; amended May 29, 2025.

[iii] "Economic Barriers to Library Access: An Interpretation of the Library Bill of Rights," adopted June 30, 1993, by the ALA Council; amended June 25, 2019, under the previous name "Economic Barriers to Information Access"; and June 29, 2025.

Adopted January 27, 1982, by the ALA Council; amended June 26, 1990; July 12, 2000; June 26, 2018 (under previous name "Library-Initiated Programs as a Resource"); June 24, 2019 (under previous name "Library-Initiated Programs and Displays as a Resource"); and June 29, 2025.

Programming Policy | Appendix C: Statement of Concern



Statement of Concern

This Document provides for the expression of concern regarding library resources.

The Orange City Public Library is committed to the principle of Intellectual Freedom, affirms that the public library is a forum for information and ideas as provided for in the American Library Association Library Bill of Rights and Freedom to Read Statement, and upholds the law of the United States Constitution, the Bill of Rights, and the First Amendment freedoms.

Date _____

Name _____

Address _____

City, State, Zip _____

Phone _____ Email _____

Are you representing ☐ Yourself ☐ Organization _____

Comment(s) regarding which of the following

☐ Book ☐ Display ☐ E- resource ☐ Magazine/Newspaper

☐ Movie ☐ Policy ☐ Program ☐ Other

Title or Subject Matter _____

Author/ Producer/Publisher _____

How did this resource come to your attention? _____

Did you read the entire book, listen to or view the whole production, view the program, or otherwise review the resource of concern? ☐ Yes ☐ No

If the answer is No, what part did you read, listen to, review, or view? _____

To what do you object? Please be specific, citing pages, passages or scenes, etc.

What do you feel might be the adverse result of reading this book or viewing or listening to this resource?

For what age group would you recommend this resource? _____

Is there anything you find valuable or good about this resource? _____

What critiques of this resource have you reviewed if any? _____

What do you believe is the theme or purpose of this resource? _____

What resource of equal literary quality or resource of equal value would you recommend in its place?

☐ I have read the Programming Policy in its entirety, including the appendix with the Library Bill of Rights, the Freedom to Read statement, and the Freedom to View statement.

Signature

Date

Statements of Concern for the same resource (regardless of format or edition) will be prohibited for five (5) years.