

# MILFORD MEMORIAL LIBRARY

## Program Policy

Approved 11/03/10

Reviewed 04/04/12, 8/6/2014, 5/1/2019

**Programming is provided to appeal to all citizens**, but individual programs may be designed for a specific audience based on age or other demographics. Programs targeting a specific group will be promoted as such.

While some programming will be **generated internally by library staff** using library resources or with support of the Friends of the Milford Library Foundation, the library will also incorporate cooperative programming with other individuals, agencies, organizations, and educational institutions capitalizing on existing knowledge and expertise. When grant –sponsored programs are held, dictates and rules of the grant will be followed.

**Individuals and groups are welcome to propose a program** that they would like to provide to the library, understanding that not all will be accepted. The Library Director and/or the Library Board will consider several factors when determining whether to hold a certain program. Availability of staff time for preparation and promotion, availability of volunteers and adequate space, and consideration of whether the program would interfere with members' use of the library during open hours or would cause the library to remain open outside of normal hours will all be considered. **The Library reserves the right to decline program offers.**

Although the Library Director and/or Library Board might solicit or allow programming to be provided by representatives of commercial, political and nonprofit entities, we will not provide attendee contact information nor will we allow the program to take the stance of a “sales pitch.” Such presenters will be **expected to act as an expert on a given topic in a general way and not to use the library as a means to promote their personal interests.** Acceptance of a program does not constitute endorsement by the library of the individual presenter's policies or beliefs. Library-initiated programs will provide for the “interest, information, and enlightenment of all people of the community the library serves” as outlined in the American Library Association's *Library Bill of Rights*.

The Milford Memorial Library promotes its programming opportunities through a variety of local media including the Dickinson County News, Lakes News Shopper, local cable channel and radio stations, posters and bookmarks, Facebook and Twitter postings, and the library web page. Please note that not all avenues of promotion will be used for all programs. Presenters must coordinate any publicity they wish to provide for their programs with the Library Director.

**No fees** will be charged to people attending library programs except with the approval of the Library Director and/or the Library Board. Items may be sold to the public during these programs by presenters. **The performer/presenter or his/her associate must handle the sale**

**of these items.** Library staff will not retain or handle for-sale items for purchase in the library before or after the program has been held.

The Milford Memorial Library welcomes individual and corporate support and community partnerships in the form of monetary donations to the Friends of the Milford Library Foundation, as well as **donations of serving supplies and refreshments.** If refreshments are provided, logo cups/napkins may be used if donated by a business.

The Milford Memorial Library will provide off-site outreach programming as addressed in a separate policy.

Library **programs or classes may be cancelled** for several reasons including cases of severe weather, presenter conflict, or low registration numbers.

The Milford Memorial Library is handicap accessible.