MCDL PROGRAM POLICY

POLICY:
Medina County District Library provides programs that support the mission and vision of the library. Library programs will:

- Be relevant to the communities we serve
- Promote literacy and a love of reading
- Encourage lifelong learning and cultural enrichment
- Build and focus Library partnerships for the collective benefit of the Medina County community
- Engage community members in discovery of library services
- Support an efficient system-wide approach to program planning

The Program Coordinator ensures that the Library is planning programs together as a system, coordinates all presenters for the branches unless otherwise discussed, acts as a resource for the system concerning presenter and program options, and coordinates system-wide programs and initiatives.

The Library does not discriminate in its programming. Library sponsorship of a program does not constitute endorsement of the content or the views expressed by the presenter or the participants. Program topics, speakers and resources are not excluded from programs because of possible controversy, as the Library strives to offer multiple viewpoints.

Most Library programs are free and open to the public; however, some public programs or classes may require a nominal materials fee.

The selection, planning and implementation of Library sponsored programs ultimately rest in the discretion of the Library's professional staff and the Board of Library Trustees.

The Library may partner or co-sponsor programs with other agencies, organizations, and businesses provided the programs are compatible with the Library's mission and vision. The Library will generate joint programming and invite partners to co-sponsor or collaborate. Co-sponsored programs must include involvement by library staff in developing program content, including library materials and resources. Professional performers and presenters who offer specialized or unique expertise may be hired for Library programs.

External organizations or individuals partnering with the Library on programs must coordinate marketing efforts with the Library's Community Relations Office.
General programming criteria for selection of programs:

- Appropriateness for the intended audience
- Budget

- Community relevance
- Expertise and quality of the speaker/performer
- Promotion of Library's mission and goals
- Representation of various interests and viewpoints
- Popular appeal
- Availability of program space, equipment, and staff

MCDL presents programs for a variety of age groups and interests. Some programs are age-appropriate (attendees should be within the appropriate age group) or may require an accompanying adult. The library reserves the right to set age limits or recommendations for programs.

Programs may not be used for commercial purposes or the solicitation of business. Any sales of items at Library programs must be approved by the Library and benefit the Library. Library staff does not participate in sales. The presenter may leave business cards for participants to pick up after the program should anyone be interested in purchasing items or services from the presenter.

Because the Library advertises the programs and provides presenters with a sales outlet, presenters pre-approved to sell items must donate 10% of their sales to the Medina County District Library if sales are $100 or more.

Staff members who present programs may not sell any items or accept any financial remuneration or personal donations in accordance with the Ohio Ethics Law which prohibits personal gain from their positions with the Library.

The Library reserves the right to use video or photographs taken of program participants for internal use, publication, use in library promotional outlets, and evaluation purposes.

The Library shall make programs accessible to people with disabilities as much as possible. Sign interpretation will be available if notice of the need for such interpretation is received three weeks in advance of the program date. Notify the Program Coordinator of any requested accommodation.

Evaluation is an important tool for future program planning and may be done for selected programs. Evaluation may be based upon a number of factors including but not limited to: audience/presenter feedback, written evaluation forms, attendance figures, and staff input.

Pre-registration may be required for some events. Attendance limitations may be established after consideration of space constraints, safety issues, disruption to library services and activities, or other issues. The library reserves the right to cancel a program; rescheduling is at the library's discretion.