
St. Marys Public Library



Policy Type: **Operational Policy**

Policy Number: **OP-09**

Policy Title: **Programming**

Policy Approval Date: **September 2022**

Policy Review Date: **November 2026**

1. Objective

- 1.1 The St. Marys Public Library Board believes that programs complement other library services, providing an opportunity to highlight collections, promote services, and share knowledge or expertise. These programs are strong mechanisms for outreach and promotion, which allow the library to forge partnerships with a wide variety of groups and individuals, in order to attract users of all ages, backgrounds and abilities;
- 1.2 The St. Marys Public Library Board believes programs raise the library's profile, as well as a posing a positive impact on library use; and
- 1.3 Programming will support the St. Marys Public Library Board's Mission, Vision and Values, and include educational, recreational and cultural events or activities freely accessible to members of the public.

2. Policy Statement

- 2.1 This policy outlines the provisions of the programs at the St. Marys Public Library;
- 2.2 This policy will provide staff with the necessary guidelines to assist them in developing Library programs; and
- 2.3 This policy will be used in conjunction with the St. Marys Public Library Programming and Marketing Plan.

3. Selection Criteria

- 3.1 Events and programs offered at the St. Marys Public Library will:
 - a. Be responsive to current interests and needs of the communities served;
 - b. Be tailored to meet specific needs of the communities served;
 - c. Reflect the diversity found in our community and be inclusive of all members of our community;
 - d. Be consistent with the Library's Strategic Directions/service priorities;
 - e. Be limited on attendance based on safe use of space; and
 - f. Ensure programs are open to all on a first come, first served basis, either with pre-registration or general admission;
- 3.2 Additional criteria that is considered, although not necessary to ensure programs are acceptable include:
 - a. Creating and/or promoting community partnership;
 - b. Encouraging literacy and an enjoyment of reading;

- c. Highlights materials and services offered at the library;
 - d. Offer training and assistance with new technologies at either the Library or Adult Learning Centre;
 - e. Promote awareness of contemporary issues and information required to engage and inform the community;
 - f. Celebrations of local history/cultural awareness; and
 - g. Attracting new and unique user audience to the Library.
- 3.3 Programs may be sponsored, conducted, hosted, or offered in partnership with other organizations to:
- a. Support the Library or Municipality's Strategic Plan;
 - b. To support the interest and needs of the communities;
 - c. To provide information to the communities;
 - d. To promote and increase awareness of the Library's resources and services;
 - e. To promote literacy; and
 - f. To participate as a partner in Perth County Information Network initiatives.
- 3.4 Programming opportunities must take into consideration community interest, available space, hours of operation
- 3.5 Library programs will be advertised to the community in a variety of formats;
- 3.6 Library programs and outreach activities will be approved by the Chief Executive Officer; and
- 3.7 Programs will be developed to ensure they complement and do not compete with another service or program that exists within the Municipality's departments.

4. Intention of Programming

- 4.1 Programs offered or hosted at the St. Marys Public Library are intended to:
- a. Raise the library's profile, reinforcing its essential role within the community
 - b. Encourage use of the library's resources
 - c. Support customers in the use of the library's resources
 - d. Support all types of literacy and life-long learning
 - e. Support the values of diversity and inclusivity.
- 4.2 St. Marys Public Library is committed to providing equitable access to services for all members of the St. Marys and Perth South communities; and
- 4.3 Library programming shall not exclude topics, books, speakers, media and/or other resources because they may be controversial.

5. Audience

- 5.1 The St. Marys Public Library Board believes balanced programming for all ages is an important aspect of the Library's mission;
- 5.2 Further, the St. Marys Public Library will offer programs to children, teens, adults and families that supports and aligns with section 3 of this policy; and
- 5.3 In accordance with the Accessibility Policy, the Library encourages and supports the participation of everyone, and will make accommodations where possible, to enable participation to all programs.

6. Evaluation

- 6.1 In order to ensure offered programs are impactful, relevant and enjoyable for the public, the St. Marys Public Library regularly evaluates the program through community responses and suggestions for future events;
- 6.2 Programs at the library are designed with measurable outcomes determined by the programming team and are evaluated after each program;

- 6.3 The Library will make available a process for user feedback and expressions of opinions/program concerns; and
- 6.4 The Chief Executive Officer will ensure adequate funding is allocated each budget year to support this policy.

7. Suggestions for Programs

- 7.1 The community is encouraged to make suggestions to the Library regarding programming;
- 7.2 The Programming Team will evaluate these suggestions based on criteria outlined in Section 3. Not all suggestions will be used or implemented, however, the Team will evaluate each suggestion the Library receives; and
- 7.3 Suggestions can be made in person, through social media or through email to staff working at the library. The Programming Team will receive each suggestion and a decision will be made in a reasonable period.
- 7.4 The St. Marys Public Library understands that an acceptance of differences can place individual and collective values in conflict. We are committed to tolerance and understanding.

8. Endorsements

- 8.1 The St. Marys Public library Board does not imply endorsements or recommendations for any products or services mentioned during a program run in the library; and
- 8.2 The activities, beliefs or opinions of speakers expressed in a Library program do not state or reflect those of the Library, the Library Board or Library staff.

9. Related Documents

Public Libraries Act, R.S.O. 1990, c. P44
OLA's Position on Children's Rights in the Library, Ontario Library Association 1998
Canadian Federation of Library Associations, Position Statement on Diversity and Inclusion, 2008
Accessibility Policy, St. Marys Public Library Policy
Advocacy Policy, St. Marys Public Library Policy
Childrens' and Teen's Services Policy, St. Marys Public Library Policy
Circulation Policy, St. Marys Public Library Policy
Programming and Marketing Plan, 2019-2023, St. Marys Public Library Programming and Marketing Plan

10. History

Date of Latest Board Approval: September 2022
Date(s) of Revision(s): November 2008, March 2003, October 2015, August 2019, September 2022
Date of Next Scheduled Review: 2026

Appendix A

The Ontario Library Association Position on Children's Rights in the Library

Children in Public Libraries have the right to:

1. Intellectual freedom;
2. Equal access to the full range of services and materials available to other users;
3. A full range of materials, services and programs specifically designed and developed to meet their needs;
4. Adequate funding for collections and services related to population, use and local community needs;
5. A library environment that complements their physical and developmental stages;
6. Trained and knowledgeable staff specializing in children's services;
7. Welcoming, respectful, supportive service from birth through the transition to adult user;
8. An advocate who will speak on their behalf to the library administration, library board, municipal council and community to make people aware of the goals of children's services; and
9. Library policies written to include needs of the child.

Adopted at the Ontario Library Association
Annual General Meeting
November 1998