Programming Policy

Madison County Public Libraries Mission

The Madison County Public Libraries are dynamic civic resources that promote free and open access to information, materials, and services to all members of the community to advance knowledge, foster creativity, encourage the exchange of ideas, build community, and enhance the quality of life.

Library sponsored programs promote the use of the library, its materials, facilities, and services and enable the community to learn, discover, create, and connect. The library strives to offer a variety of programs that reflect a broad range of community interests.

The Three Core Concepts that inform library programming choices are the following:

- Learning - The Madison County Public Libraries facilitate learning opportunities for everyone in the county, recognizing that personal growth and interest looks different for each person.

- Community - As a gathering place and neutral venue for connection and expression, the Madison County Public Libraries play a part in fostering supportive communities in Madison County.

- Social Connection - The Madison County Public Libraries create opportunities for friends, families, neighbors, and strangers to connect with one another.

The Strategic Areas of Focus that are prioritized in programming choices include the following areas:

- Creativity & the Arts - Focuses on creating, experiencing, and celebrating the arts in Madison County. Focuses on developing and expressing creativity in a variety of forms.

- Cultural Experiences - Focuses on creating opportunities for people to experience, express, and celebrate local, regional, and international cultures and diversity, thereby connecting individuals and communities.

- Conservation - Focuses on individuals and groups who have the knowledge, skills, and abilities to take action in maintaining the productivity and sustainability of our natural and environmental resources.

- Critical Literacies - Focuses on the critical role the Madison County Public Libraries play in fostering literacies as the basis of an individual's ability to participate fully in a free society.

- Career & Economic Success - Focuses on assisting individuals to meet their economic, financial, and career goals. Focuses on assisting the Madison County business community to achieve success.

- Community Health - Focuses on supporting pathways to a healthy community − specifically physical, mental, and emotional health−and facilitating solutions to our county's health concerns.

Approved by the Library Board of Trustees, November 16, 2021

Programming Policy:

This policy is to provide the library staff with the necessary guidelines to assist them in the development and implementation of library programs.

Library programs are intended to further the mission of the library and must meet one or more of the following criteria:

- Increase awareness and use of the library and its resources
- Meet popular demand by satisfying and/or anticipating community needs and interests
- Is within operational and budgetary limitations
- Does not promote a commercial enterprise
- Has historical or educational significance
- Relates to the library collection, resources, and mission

Guidelines for Selection and Presentation of Programs:

1. Programs are approved based on relevance to the library's mission, strategic priorities, community needs and interests, popular appeal, and suitability for a general audience. All programs are intended to further the library's mission and vision.

2. Library programs are selected by the library's leadership team. The ultimate responsibility for programming at the library rests with the library director who administers under the advice of the Board of Trustees.

3. Some program considerations may include past presentation quality, the presenter's background and qualifications, recommendations from the general public, the library's budget, relevance to the community, and community needs.

4. Scheduling of library programs is based on availability of meeting room space as determined by the calendar of events. The scheduling of a program is first come, first served among library staff.

5. Program proposals should be submitted on the Monthly Program Planning Guide at least 30 days prior to the event to ensure adequate time for planning, ordering of necessary materials, and promotion.

6. Programming offered should not interfere with other library services or with staffing required to keep service desks operational during the hours the library is open.

7. Programs may be cancelled due to reasons that can include but are not limited to severe weather, absence of the presenter, and safety concerns within the facility. Cancelled programs are not automatically rescheduled.

8. The library's sponsorship of a program or presenter does not constitute an endorsement of the content of the program or the views expressed by participants, program topics, speakers, and materials.

9. All programs at the library are free of charge, except for those that serve as library fundraisers. Charges for programs or events are permissible for the purpose of fund-raising to benefit the library by one of the county's Friends of the Library groups.

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The selling of materials at programs is permitted only when the program directly benefits the library via one of the Friends of the Library groups. Such programs will begin with recognition of the Friends of the Library and reference to the availability of brochures and/or membership applications.

10. The only items that may be sold during non-fundraising library programs are books and recordings by authors and musicians. The author or performer must request and get approval to sell materials before the time of the program. Purchase of these materials is optional and not necessary to attend the program.

11. All programs are open to the public regardless of age, race, national origin, gender, religion, background, views, or disability. Some programs offered may be geared toward a specific age group (e.g., children, teens, or adults) due to appropriateness of content for age and developmental stages. Such information will be included in program publicity.

12. Advanced registration may be required for popular programs where capacity attendance is expected to exceed safety limits. Attendance for non-registration events will be determined on a first come, first served basis.

13. The library promotes its in-house programming through a weekly e-newsletter, weekly newspaper column, weekly radio program, flyers, the library's website and calendar, and the official library social media outlets available to the library. Presenters may publicize their programs with the approval of the library staff responsible for coordinating the program and/or the library director.

14. Programs may not solicit for businesses and services.

15. The library may form partnerships with other organizations to provide programming when these programs are central to the library's mission.

16. Programs must meet all safety requirements stipulated in the county's liability insurance policy.

17. Concerns or opinions about library programs should first be addressed to the library staff member responsible for the program. If a library patron chooses to question a library program further, a written response may be submitted to the library director.

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