



LIBRARY PROGRAMS & EVENTS

As an informational, educational, and cultural institution, the Hewitt Public Library welcomes and presents programs of interest, information, and enlightenment to the community, in keeping with the mission and strategic goals of the Library. Library programs and events adhere to fair and consistent standards for the types of programs presented at the Library and the use of space in the Library, thus ensuring appropriate use of these spaces in a manner that is consistent with the Library's other service objectives. The Library's philosophy of open access to information extends to Library programming.

Purpose of Programs

Library-initiated programming is a Library resource that provides information, education, and recreation to Library users. Programming utilizes Library staff, books, resources, displays and media presentations. The Library often incorporates cooperative programming with other agencies, organizations, and educational institutions as well as other resources to communicate with Library users.

Guidelines for Programs

Library programs shall generally be voluntary, free, and open to the public. Library programs must be non-commercial in nature. Although a professional expert may present a program, the information should always be generic in nature. Library programs must have a special educational, informational or cultural value to the community.

Library programs should provide for the interest, information, and enlightenment of all people of the community. Selection of Library program topics, speakers, courses, classes, and resource materials should be made by Library staff on the basis of the interests and needs of Library users and the community. Library programming should not exclude topics, books, speakers, media, or other resources because they might be controversial. The Library does not conduct programming that is purely commercial or religious in nature.

Acceptance or co-sponsorship of a program does not constitute an endorsement of the content of the program, or the views expressed by participants, and this will be noted on publicity. Co-sponsorship is defined as the Library working with another agency, presenter, or business to provide a program for Library visitors. Priority co-sponsorship will be given to local governments, agencies, businesses, or organizations.

The Library and its employees will not be liable for the content of any program presented by a third party. Professional performers or presenters will be permitted to sell their creative products only if the Library Director has agreed in advance to such an



arrangement. Timely and adequate public announcement shall be made of all programs. Organizations or individuals partnering with the Library must coordinate marketing efforts with the Library staff.

Registration may be required for planning purposes and when space is limited. When preregistration is required, it must be handled by the Library unless other arrangements are made.

For most programs, evaluation forms may be distributed to the participants so that staff may know what has been successful and receive ideas for new programs.

Liability

The Library will not be responsible for protecting materials from damage or theft during Library-sponsored programming. All items placed in the Library are there at the owner's risk. Hosting speakers, groups, or other individuals and organizations does not imply the Library's endorsement of content, the sponsoring organization, or its views; nor will the Library accept responsibility for the accuracy of statements made in such presentations.

Visitors attending Library programs involving physical activity or crafting instruments assume responsibility for any minor or serious injuries that may occur to the self or to others. Attendees and visiting instructors must sign a liability release waiver (Appendix C) prior to participation in any physical activity held during a Library-sponsored program.

Concerns, questions, or complaints regarding Library-sponsored programs may be directed to the Library Director.

Endorsed by the Library Advisory Board on January 29, 2024