



## **PROGRAM POLICY**

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### **Introduction**

Programs are developed to respond to emerging community interests as well as to sustain demonstrated interests and demands. Complementing library services with programs provides the opportunity to highlight collections, promote services and share knowledge and expertise. Enhancing and promoting the role of the Library in the community is a priority of library programs. Co-sponsored programs may be offered at the Library's discretion provided they reflect the interest, information needs, and enlightenment of all the people of the community which the Library serves.

Programs are conducted by the Library for one or more of the following reasons:

- provide information
- promote and increase awareness of the Library's resources and services
- stimulate public interest in reading
- attract non-users
- provide an entertaining, enjoyable and educational experience

### **Program Development**

The Library will make a reasonable effort to provide programs for individuals of all ages and abilities. Development will attempt to connect programs with Library resources. The Library will try to complement, not duplicate, community initiated programs. Programming will facilitate the sharing of the community's "people resources" – their hobbies, skills, collections or expertise. Unsolicited offers to present programming by individuals or organizations will be evaluated by the same standards used by staff when planning programming. Age-specific programs will focus on one or several of the following areas:

- Literature
- Cultural heritage/local history
- Social awareness
- Health and well-being
- Information technology
- Literacy
- High interest topics related to Library collection

## **Program Delivery**

Scheduling of programs is dependant on the availability and expertise of staff. Priority for program registration will be given to Wainfleet residents, with remaining spaces open to non-Wainfleet residents.

Programs may be presented by staff or experts in the community, making use of the skills and talents of a wide variety of individuals and organizations from our community. The general public may recommend topics or speakers for consideration. Beliefs and opinions included in programs are not endorsed by the Library. Pre-registration is recommended.

Fees may be charged for a program on a cost recovery or a revenue generating basis. When there are a restricted number of spaces and a children's program is based on cost recovery, parents will be charged to attend the program.

At the discretion of the Library, a parent may be required to attend a program with their children.

Children must be of the required age in order to register for a program.

All children in attendance at any program must be picked up by a parent/guardian in the library/programming space.

Refunds will be given provided the registrant gives notice at least one full business day prior to the program.

Payment for special programs is required within 24 hours of registration otherwise the space may be forfeited. Timeline for payment of programs delivered by outside programmers or organizations may vary.

If at all possible, programs will not interfere with normal Library operations.

Programs outside of Library hours are subject to approval by the CEO. Off-site Library outreach programs may also be subject to CEO approval.

## **Evaluation**

Formal and informal evaluation of all programs will be conducted on a periodic basis. Information gathered for evaluation may be acquired through the following means: survey, word of mouth, comments and criticisms from parents and/or participants. Evaluations will be done at the discretion of programming staff.