

## **Policies to Be Discussed at 01.10.17 Meeting**

### **Programming Policy**

*To be Approved by Board of Trustees*

Library programs must be *non-commercial*. *Solicitation for business will not be permitted.*

The sale of products at a Library program is not allowed.

There are 2 exceptions:

1. Because the Library wants to encourage reading, writing and an appreciation for culture, writers, performers, and artists may obtain Library approval to sell their own works at the Library following Library programs.
2. The Friends of the Library may sell items at the Library programs they sponsor.

Selection of topics, courses, classes, events and their presenters will be made by Library staff on the basis on interests and needs of Library users, the community and compatibility with the Library's mission and goals. Library staff reserve the right to decline program offers, whether they are being offered for a fee, or for free.

Library programs will not exclude topics deemed controversial. Presentation of such programs does not constitute an endorsement of the topic by the Library. Library programs will not duplicate programs offered within the community, unless they support the Library's mission and strategic goals, there is sufficient local interest, and Library resources are available to support duplication. The primary beneficiary of programs offered are the residents living within the Beacon City School District, not the program leader.

The Library will co-sponsor programs with other agencies, organizations, and businesses when they are compatible with the Library's mission and goals. Co-sponsored programs must include either participation by Library staff to plan and develop program content, provide logistical support, or include information about Library collections relevant to the program. Co-sponsorship and collaboration decisions are made on the basis of mutual needs and equitable benefits between the Library and potential partners.

### **Registration and Attendance**

Library programs will be free. The Library reserves the right to set age limits for all programs. Attendees and performers may be photographed or videotaped for Library promotional use. Individuals who wish not to be captured on film should notify library staff at the beginning of the program.

For planning reasons, registration may be required. The Library reserves the right to limit the attendance at events due to wishes of the presenter or space considerations. A waiting list will be compiled and efforts will be made to confirm attendance prior to the event or program.

The Library reserves the right to cancel a program. Programs scheduled on a day when the Library is closed due to inclement weather are automatically cancelled. Rescheduling is at the discretion of the Library. Efforts will be made to reach out to those who cannot or do not come to the Library by offering programs at alternative sites in the community.

The Library staff will be responsible for press releases and public notification for Library programs.

## **Public Relations Policy**

*To be Approved by Board of Trustees*

The public relations goals of the Howland Public Library are:

- To promote community awareness and active participation in library services and programs
- To develop public understanding and support of the library and its role in the community

The Board of Trustees recognizes that public relations involve every person who has a connection with the Library. The Board urges its own members and every staff member to realize that they represent the library in every public contact. Good service supports good public relations.

The Board will establish and maintain a budget to cover costs related to printing, publication, postage and supplies necessary to ensure effective public relations.

All public relations materials must be reviewed and approved by the Library Director.

## **Emergency Situations**

In the event of an emergency situation, official statements to the public and media will be made by the Library Director, Board President or designee placed in charge of the Library.

If it is necessary for the library staff to provide the public with information, the library Director will inform the staff what is to be said. In the event that the Library has to close due to an emergency situation or inclement weather, the Library Director or designee will contact the media.

## **Vulnerable Adults Policy**

*To be Approved by Board of Trustees*

A vulnerable adult is an individual over the age of 18 who is mentally or physically challenged to a degree that may significantly impair that person's ability to provide adequately for his/her personal needs and manage his/her behavior without assistance.

Vulnerable adults who are unable or unwilling to care for themselves must be accompanied by a parent/guardian or caregiver who is responsible for monitoring the activities and managing the behavior of the vulnerable adults during their library visits.

Vulnerable adults who can understand the Patron Behavior Policy and who can care for themselves are welcomed to be in the library unattended. They should have contact information for someone who can assist them in an emergency. Library staff cannot be expected to monitor or prevent vulnerable adults from leaving the building or grounds or to assume responsibility for monitoring their behavior.

Subject to the Patron Behavior Policy, library staff will attempt to contact a parent, legal guardian or caregiver when an individual's:

- Health or safety is in doubt

- Behavior disturbs other library users and has caused staff to ask the individual to leave the library.
- Parent, guardian or caregiver is not present at closing time. If the parent, guardian or caregiver cannot be reached, library staff will contact the police.

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