

**OTTUMWA PUBLIC LIBRARY
POLICY AND PROCEDURE**

Name of Policy **LIBRARY SPONSORED PROGRAMMING**

Purpose: Library Programs are intended to support the library’s mission and values by furthering the goals of the strategic plan for the library. Programs highlight the joy of reading and love of learning, promote the collection and services, and share knowledge and expertise covering subjects that represent a broad range of human experience.

Guidelines for Library Sponsored Programs (LSP):

1. LSP will be free and open to the public. No for profit sales are allowed with the exception of author sold books at the Director’s discretion.
2. LSP will be offered for adults, teens/young adults, and children. If there is an age appropriate restriction it will be publicized. Special needs individuals and children under 13 must be accompanied by a caregiver. No adult not accompanying a child or special needs patron may attend children’s/teen programs without the permission of the Director.
3. The library’s disruptive behavior policy applies to all LSP. The library will eject or deny program attendance to anyone becoming or threatening to become disruptive to audience members, program facilitator(s), or staff. The library will not tolerate bullying in any library space or program.
4. LSP participants should expect that photographs/videos will be taken at events and used on the library’s promotions, social media and website.
5. The library utilizes library staff expertise and abilities, personal collections and other City services and facilities in developing and delivering programming. The library also actively partners with other community individuals and third-party organizations for on or off-site programming. Due to the specialized skills and training required for their role, volunteers are not recruited or selected to lead library sponsored story times for children.
6. OPL provides outreach programming throughout Ottumwa and Wapello County to schools, daycares, and other organizations throughout the community under same guidelines as those in the library.
7. As is the case of collection development and materials selection, the final decision on the program content and presenters will be made by the library

director and subject to the review by the Library Board of Trustees.
Concerns about any programming can be brought to the attention of the
director and processed through a Statement of Concern form available
through the library.

Date Created: 9 October 2023

By: Ottumwa Public Library Board of Trustees