

BETHLEHEM PUBLIC LIBRARY

PROGRAMMING POLICY

Policy Adopted by the Board of Trustees January 12, 1998

Policy revised December 9, 2002

Policy revised August 9, 2010

Policy revised November 12, 2013

The library sponsors informative and entertaining talks, demonstrations, audio-visual presentations, workshops, children's storytimes and crafts, concerts, and other special events. Library programs are coordinated by library staff and offered free to the public.

Programs are selected by library staff for their relevance to community needs and interests, popular appeal, and suitability for a general audience. Presenters are chosen for their proven expertise and public performance experience. Other factors considered are the availability of staff and meeting rooms.

No fees may be charged to people attending library programs except with the approval of the library director. The only items that may be sold are books and recordings by authors and musicians. Friends of the Library or associates of the performer must handle the sale of these items.

Some children's programs may be restricted by age level or residency. Registration is sometimes limited; waiting lists are taken.

Programs may be cancelled for a number of reasons, chiefly: severe weather, absence of the presenter, or low registration. Cancelled programs are not automatically rescheduled.

The library promotes its in-house programming through *footnotes*, fliers, news releases, the library's website, school calendars and TV18/ Bethlehem. Presenters may not publicize their programs without approval of the library director.

The library does not advocate or endorse the content and viewpoints of presenters and programs.