

## GREAT BARRINGTON LIBRARIES PROGRAM POLICY

Great Barrington Libraries (GBL) provides programming as a part of its mission to foster learning and cultural enrichment.

### Program Selection

It is the responsibility of library staff to curate programs that benefit the community. Programs will support the Mission, Vision, Values, and Strategic Plan of the library. The following criteria are taken into account as staff develops programming:

- Quality of the program including the qualifications and experience of the presenter
- Educational, historical, or cultural significance
- Potential to provide a point of connection and/or collaboration for participants
- Connection to and/or support of other community organizations or events
- Potential to promote library services to the public
- Availability of program space, supplies, staff, and funds
- Abundance or rarity of the program content existing in the local area

Library sponsorship of a program does not equate to agreement with, or endorsement of, the views of its presenters or participants.

To propose a program, presenters must fill out a program proposal form, attached below, and present it to a library staff member. Library administration will review proposals and contact those that fit the current needs of the library.

### Program Rules

Library programs are governed by the following:

- All library policies apply at programs whether on- or off-site.
- Library programs are free and open to the public.
- Programs may be designed for, and limited to, certain age groups.
- Registration may be required for some programming due to space, supplies, or staffing limitations. If a patron cannot access registration on the website, they may call for assistance registering.
- For popular events, library staff may verify registration before entry.
- Once an event has begun, seating cannot be guaranteed regardless of registration.
- Reasonable ADA accommodation may be requested by contacting the library director.
- Programs may be canceled due to lack of registration, staff, supplies, weather, or unforeseen circumstances.
- Programs for which no participants arrive will be canceled 15 minutes after the advertised start time.

- Program presenters may sell books or music recordings. Presenters may set out business cards or brochures but may not collect names or contacts of attendees.
- All program presenters and attendees participate at their own risk. Parents and/or guardians are the sole judges of whether a child can safely participate in library programs. Library staff are not responsible for the safety of children or adults in the library or at library programming off site.
- The library cannot guarantee the veracity of information presented. As with all library resources, a patron consumes programming at their own discretion and risk.
- Some programs may have other rules for participation which will be explained upon registration or the start of the program. Attendees not following library policies or program rules will be asked to leave and may forfeit their right to attend future programs.

To broaden access, the library may present programming that is accessed virtually. The same policies that apply to in-person programming also apply to virtual programming. In addition, library staff charged with monitoring the program may mute or dismiss participants who fail to follow library policy or who make it difficult for others to participate in the program.

Concerns about programming can be discussed with the library director. If concerns remain following that discussion, they may be brought up during Citizen Speak time at the next regularly scheduled trustee meeting.

GREAT BARRINGTON LIBRARIES  
PROGRAM PROPOSAL FORM

NAME OF PRESENTER: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_

EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

NAME OF PROGRAM: \_\_\_\_\_

INTENDED AUDIENCE: \_\_\_\_\_

DESCRIPTION OF PROGRAM: (Please include pertinent qualifications of presenter.)

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INTENDED OUTCOME FOR PARTICIPANTS: \_\_\_\_\_

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DAYS AND TIMES REQUESTED: \_\_\_\_\_

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MINIMUM # OF PARTICIPANTS: \_\_\_\_\_ MAXIMUM #: \_\_\_\_\_

EQUIPMENT, SUPPLIES, OR SPACE NEEDED: \_\_\_\_\_

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REQUESTED FEE: \_\_\_\_\_

\*Presenters working with children may be subject to a CORI (Massachusetts Criminal Offender Record Information) check.

BY SIGNING I AGREE TO THE GBL PROGRAM POLICY:

SIGNATURE \_\_\_\_\_ Date \_\_\_\_\_

RECEIVED BY STAFF MEMBER: \_\_\_\_\_

DATE: \_\_\_\_\_