



### **Programming Policy**

The Roeliff Jansen Community Library offers a variety of programs for patrons of all ages in support of its mission to inspire lifelong learning and curiosity, advance knowledge and understanding, and strengthen the Roe Jan area. The Library sponsors informative and entertaining programs, demonstrations, audiovisual presentations, workshops, children's story times and crafts, concerts, and other cultural events for the Roe Jan Community and the surrounding area.

Programs are organized and selected by the 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 presentation experience. Additional factors considered are the availability of staff and meeting rooms, other events on the Library and local organization calendars, and the program budget.

The Roeliff Jansen Community Library is committed to being a sustainable community center. As such, we consider environmental stewardship, economic feasibility, and social equity in all of our programming decisions where feasible.

Individuals and organizations interested in conducting a program are encouraged to provide the Library Director with a written request briefly outlining program content, space, audiovisual needs, and associated fees. Programs are not used for commercial, religious, or partisan purposes or the solicitation of business. All programs will be administered through the Library. No fees may be charged to people attending Library programs without prior approval of the Library Board. In cases where a fee is charged, it will be collected by the Library and instructor fees will be paid by the Library. The only pre-approved items that may be sold while conducting a program at or for the library are books and recordings by authors and musicians. In these cases, the authors and/or musicians are responsible for arranging the sale of their works and the collection of sales tax as necessary, either through the local bookstore or independently.

Program times will be established by the Library staff and effort will be made to schedule programs at times that are convenient for Library patrons and the instructor. The Library Director and/or the Board of Trustees, in their sole discretion, reserve the right to deny an individual/organization's request.

Registration may be required for some programs and space may be limited. Waiting lists will be taken when needed. Programs may be canceled for a number of reasons, including severe

weather, absence of the presenter, or low registration. Canceled programs are not always rescheduled.

The library promotes programming through its website, e-newsletter, Facebook, flyers and local news media. 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.

**Approved by the Board of Trustees, August 8, 2017**

**Reviewed and Amended, March 15, 2022**

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