

Purpose

The John P. Holt Brentwood Library provides programs to serve its mission and to expand the visibility of the Library in the community.

Responsibility

Ultimate responsibility for the planning and implementation of programs rests with the Library Director, who will share this duty with or delegate this duty in its entirety to the Community Engagement Coordinator, Teen Programming Coordinator, Elementary Programming Coordinator, Youth Services Manager, Pre-School Programmer and their staffs.

Criteria which Library staff will apply in program planning will include (but are not necessarily limited to):

- a. Relation to Library mission and service goals
- b. Community needs and interests
- c. Availability of program space
- d. Presentation quality and treatment of content for intended audience
- e. Presenter background and qualifications in content area
- f. Budget and staffing considerations
- g. Historical or educational significance
- h. Appeal to a range of ages, interests, and information needs
- i. Connection to other community programs, exhibitions, or events

Programming Resources

The existence of certain resources shall also be considered in determining programming for the Library. These are described as follows:

- a. The Library draws upon and partners with other community agencies, organizations, educational and cultural institutions, or individuals to develop and present programs
- b. Performers and presenters with specialized expertise may be hired.
- c. Performers and presenters will not be excluded from consideration based on any protected group status as defined by applicable federal, state, or local laws and regulations.

Fees

The Library strives to provide the vast majority of its programming free of charge.

A fee may be charged under the following circumstances:

- a. Recover the cost of a presenter, materials, or supplies, when it would otherwise not be feasible to offer the program.
- b. To cover the cost of an educational program which provides an official certification or endorsement.

Sales

Sales of items during library programs is permissible in the following cases:

- a. Fund-raising to benefit the Library sponsored by the Friends of the Brentwood Library.
- b. The sales of books, CDs, or other items by authors, performers, or presenters as part of a Library program.
- c.

The Library does not offer programs of a commercial nature, including but not limited to, presentations offered for free but with the intention of soliciting future business.

Religious and Political Content

The Library is a governmental entity, and as such, does not offer any programs that support or oppose any political candidate, ballot measure, or specific religious conviction. However, programs that provide information about religious traditions as a part of multicultural education shall be permitted.

Attendance

- a. All Library programs are open to the public. Every attempt will be made to accommodate all who wish to attend a program.
- b. If the safety or success of a program requires it, attendance may be limited and will be determined either by registration list or on a first-come, first-served basis.
- c. Programs may require a limited attendance based on age, especially programs intended for children and teens that are geared to their interests and developmental needs.

Community Collaboration

Library sponsored programs may be held at the library or off-site.

- a. Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by participants; nor is the Library responsible for the factual correctness of the content of a presentation. Program topics, speakers, and resources are not excluded from programs because of possible controversy.
- b. The library may co-sponsor with other agencies, organizations, and businesses programs that are compatible with the Library's goals. Co-sponsorship and collaboration decisions are made on the basis of mutual needs and equitable benefits between the Library and potential partners.
- d. External organizations or individuals partnering with the Library on programs must coordinate marketing efforts with the Library.

Request for Reconsideration of a Library Sponsored Program

If a presenter's program proposal is declined based solely on content, that presenter may file a request for reconsideration that will be turned over to a three-person committee made up of library personnel. The committee will reconsider the request and their recommendation will be presented to the Library Board for a final decision.