

Tewksbury Public Library Policy

LIBRARY PROGRAMS

PURPOSE:

Tewksbury Public Library recognizes the benefits of quality in-person or virtual programs that reflect the mission, vision and goals of its strategic plan. This policy does not apply to non-library individuals or organizations who hold meetings or events under the terms and conditions of the Meeting Room Policy.

POLICY:

1. Library programs are free events, planned by library staff members, that encourage community members to use library materials and services, and/or that offer the community informational, entertaining or cultural experiences.
 - a. Programs can take the form of library staff-led events such as story time, crafts or book discussions.
 - b. Programs can also take the form of hired speakers, performances, or instruction.
 - c. Programs can be located at the library or at other locations in the community.
 - d. Although planned, marketed and presented by library staff members, the Library Director has final approval for all programs offered by library staff.
2. Upon request, the library will make every effort to present accessible programs to those who need accommodation. Please make requests at least two weeks before the program date.
3. Attendance at programs may be limited based on which library space is being used, the age/developmental level of the intended audience, whether consumable supplies are needed, or public safety and building occupancy regulations.
 - a. Registration may be required for planning purposes, and where physical or virtual space is limited, and is on a first come, first served basis.
 - b. Your reservation is forfeited if you arrive for the event later than 10 minutes after it starts.
 - c. When no registration is required, attendance is limited by the size of the space being used, and is on a first come, first served basis until the space being used is at capacity.
4. Public announcement will be made of all library programs in the library event calendar, in print inside the library, or via social media or library email newsletters.
5. The library strives to be non-partisan in its offerings, however that does not mean that the library will not plan content that is partisan in nature in the interest of informing residents about current or historic events.
 - a. The library is not responsible for the beliefs and/or partisan attitudes of hired speakers/performers/instructors or for those of audience members who attend library programs.

Policy voted and adopted on: May 9, 2023

Policy last reviewed and amended on:

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6. The library reserves the right to record or photograph library events and attendees and to post them to library or Town of Tewksbury social media channels.
7. Programs may be co-sponsored with another cultural institution and/or the Friends of the Tewksbury Public Library, a non-profit organization dedicated to fundraising and support of the library.
 - a. Co-sponsorships are initiated by library staff members and include shared goals for the event, shared promotion and shared cost.
 - b. Co-sponsored programs are not for the purpose of recruitment or sales, except for programs sponsored for or by the Friends of the Tewksbury Public Library to further their mission.
 - c. Co-sponsored programs meet the same criteria for planning, registration and attendance as other library programs.