

Northern Tier Regional Library Programming Policy

Mission

- To provide resources that inspire, inform, educate, and entertain the public.

What counts as a library-sponsored program?

- Programs can be led by staff, volunteers, or outside speakers as long as they adhere to the following requirements:
 - Fulfill a community need
 - Promote and/or supplement use of library materials
 - Provide an alternative way for the community to obtain information
 - Complement the Northern Tier Library's mission

Guidelines for library-sponsored programs

- All library-sponsored programs must adhere to Northern Tier's mission to inspire, inform, educate, and entertain the public.
- Selection of program topic, speakers, courses, classes, and resource materials is based on the interests and needs of library users and the community.
- Programs are selected at the library staff's discretion and are based on a number of factors including meeting room availability, topic, and cost.
- All library programs are open to the public, but some may be designed with specific audiences in mind (i.e., children's programs, adult programs)
- Pre-registration is required for most library programs for planning purposes or when space is limited. Registration lists are confidential.
- Fees may be charged to cover the costs of materials, instructor fees, or travel expenses.
- Programs may occur on site or in other locations.
- Any sale of products at library-sponsored programs must benefit the library and/or receive approval from the library director.
- The library does not conduct programming that is primarily commercial in nature. An individual representing a business may present a program, but no solicitation is permitted.
- The library has AV equipment (a projector, TV, laptop, etc.) available for use. Outside speakers are strongly encouraged to receive training prior to the program.
- Topics, speakers, and resource materials are not excluded from library-sponsored programs because of possible controversy. Acceptance of a program topic by Northern Tier does not constitute an endorsement by the library of the group's or individual's policies or beliefs.

Guidelines for volunteers leading library programs

- Create a welcoming space for all who wish to attend.
- Inform a library staff member of any issues that arise during a program or via group communications.

- Report any changes or cancellations to the library as soon as possible.
- Report attendance numbers within 5 days of your program.
- Have the room open and ready for the program at least 10 minutes (but not more than 30 minutes) before the program is set to begin.
- Be out of the room by the scheduled ending time.

Title	Programming Policy
Date Adopted	4/27/2022
Date Amended	
Prepared by	Diane Illis/NTRL Board of Trustees