



## **Library Program Policy**

**Approved by the Library Board: May 8, 2024**

# **Program Policy**

## SCOPE

This policy applies to all Library programming and program partnerships, both in the building and in the community.

## POLICY

The Los Gatos Library Staff use professional judgment and the Library Strategic Plan when planning Library programs. We strive to offer a rich selection of program options that serve our diverse community, and to further the Town's commitment to diversity, equity and inclusion.

## PROCEDURES

### Library Programs:

- Library staff work with performers/presenters we have worked with before, or who have been recommended by staff at another library or have been vetted through a Performer's Showcase. We limit the number of entirely new or unknown presenters we work with each quarter.
- We work with professional presenters, non-profit agencies, educational institutions, and government agencies for programs.
- We balance in-house programming with programs led by an outside presenter or organization.
- Library staff provide a diverse, varied selection of programming each quarter, and so limit the number of any specific type of program (for instance, we might have only one author visit or one animal show per quarter)
- We avoid programming with a commercial focus.
- All programs are free for patrons.
- Library selection of a program does not constitute an endorsement of the content of the program or the views expressed by presenters. Decisions to provide programs will not be made on the basis of any anticipated approval or disapproval, but solely on the merits of the program in serving the interests of Library customers.
- Paid presenters must hold or obtain a Town of Los Gatos business license.

### Library-sponsored Partner Programs:

The Library will sponsor partner programs with established non-profit organizations. The Library does not sponsor partner programs with individuals or for-profit enterprises.

Outside partners working with the Library should be aware of the following:

- Partner organizations must maintain appropriate insurance required by the Town.
- Events and services must be totally free to patrons. The Library cannot charge patrons for programs and services.
- The purpose of library programs is to educate, inform, and entertain. It is not to promote a business or presenter. For example, we cannot host a book launch party or an event to promote a new business in Town.
- You may not solicit contact information from library users or hand out business cards or other promotional materials. You may leave informational items out for patrons to collect if they choose.
- We do not allow our presenters and partners to sell merchandise.
- The Library cannot provide more than 1 staff members to assist with partner programs or events. Program ideas that require more than a minimum of involvement of Library staff assistance to be successful are not tenable.
- The Los Gatos Library is committed to diversity, equity, and inclusion. The array of programs and services we offer must serve community needs and fit within the goals and mission of the Library. We divide our budget carefully on a variety of programs that will serve needs in different areas. If your partnership proposal does not fit the programming goals and Library mission, your proposal may be declined.
- The Library does not provide funding to partners
- The Library is not required to provide supplies for your program. Any agreement to provide supplies or share supplies must be planned ahead of time, and while the Library may provide partial materials for some programs, it is not guaranteed.
- We plan programs 6 months in advance. If you are thinking of partnering with us, keep in mind the program will have to fit in that timeline.
- Most of our programs are single events. We are unlikely to provide an ongoing series of programs from a single presenter.
- Unsolicited offers from individuals or organizations to present programs will be evaluated by the same standards used by Library staff when planning Library programming. We receive many requests for program partnerships each season for a limited number of programming opportunities. While we welcome all submissions, we are unable to offer all of the programs pitched to us. Library staff will contact you if we are able to host your program.

Programs not sponsored by or produced by the Library:

- The Library does not have programming space available for rent or reservation.
- The Library cannot be used as a facility to host a program not directly sponsored by the Library.
- Use of the Library Conference Room is governed by the Town's Facility Use Policy which prohibits use of the room not directly sponsored by a Town Department
- Use of other Library spaces, including but not limited to the Children's Room, The Tech Lab, The Teen Room, and the Fireplace Room, are for general public use and cannot be capitalized for privately sponsored events, groups, or individuals for the purpose of hosting or presenting a program or event.
- Private meetings and gatherings may be held in our Group Study Room by making a reservation via the Library's website. The Group Study Room accommodates up to eight people. Meeting groups using the Group Study room may not advertise or otherwise affiliate their activity as a Library program. The Library does not provide technical support or equipment for meeting groups. All people using the Group Study Room must comply with the Library's Code of Conduct.