



Purpose

The mission of the Gates Public Library is to be a friendly, creative learning center where the staff engage with the public to develop a variety of collections, resources, and programs that will encourage education, literacy, personal enjoyment and professional growth. The Library supports this mission in part by developing and presenting programs and classes for all ages and has therefore adopted this Programming Policy.

The Director oversees programming under the authority of the Board of Trustees. At the discretion of the Director, programming administration may be assigned to qualified staff.

Guidelines

With a philosophy of open access to information and ideas, the Library does not knowingly discriminate through its programming. Library sponsorship of a program does not necessarily constitute an endorsement of the content of the program or the views expressed by participants; and topics, speakers and resources are not excluded from programs because of possible controversy.

- All programs are free and open to the public unless specifically stated otherwise.
- Registration may be limited due to space limitations, cost, and program design.
- Age restrictions may also apply and will be indicated with program materials.
- Programs are not used for commercial, religious, or partisan purposes or the solicitation of business.
- Programs may be cancelled for a number of reasons, including severe weather, absence of the presenter, or low registration. Cancelled programs are not automatically rescheduled. If a program is cancelled, a notice is automatically emailed to all who included their email address when registering; those who did not include an email address may not be contacted. Additionally, cancellation notices are posted on the Library's website and social media accounts, and on the front door.
- Program presenters and participants are expected to adhere to the Library's Code of Conduct.
- Alcoholic beverages are not permitted at programs except at designated library fundraisers or library-sponsored programs.

The Library participates in the Sustainable Libraries Initiative (<https://www.sustainablelibrariesinitiative.org>) and will consider and promote, whenever possible, programs and planning that supports the initiative's "Triple Bottom Line" of environmental stewardship, economic feasibility, and social equity.

(Cont.)

Outside Presenters Partnering with Library

The Library may partner with other agencies, organizations, educational and cultural institutions, and/or individuals to develop and present co-sponsored public programs.

- Professional performers and presenters that reflect specialized or unique expertise may be hired and compensated for their time and talent.
- Performers and presenters will not be excluded from consideration because of their origin, background, or views, or because of possible controversy.
- Library staff who present or facilitate programs do so as part of their regular job and are not hired as outside contractors for programming.
- External organizations or individuals partnering with the Library on programs must coordinate publicity efforts with the Library's Marketing Committee.
- Pre-approved items that may be sold while conducting a program sponsored or co-sponsored by the Library are books and recordings by authors and performers, or other items that directly support the program. In these cases, the authors and/or performers are responsible for arranging the sale of their works and the collection of sales tax as necessary, either through a local bookstore or independently.
- Program presenters and participants are expected to adhere to the Library's Code of Conduct.
- Alcoholic beverages are not permitted at programs except at designated library fundraisers or library-sponsored programs.
- Outside presenters partnering with the Library must sign the attached **Performance Agreement**.

Outside Presenters Not Partnering with Library

Outside presenters may use designated Library meeting rooms to present their own programs that adhere to this policy and the Library's "Meeting Room and Study Room policy." The Library is under no obligation to sponsor or co-sponsor programs from outside groups and does not promote programs it does not sponsor or co-sponsor.

Input from the Community

The Library will evaluate community response to programs and encourages participants and patrons to suggest topics. Programs are developed to respond to emerging community interests as well as to sustain demonstrated interests.

If a Gates resident or staff member finds a program objectionable, they may fill out and submit the **Request for Reconsideration of Library Resource form** (attached) which will be reviewed by the Library Director and Board of Trustees.

Policy approved by Library Board: 9/25/24
Revised (Sustainability content): 9/24/25



Performance Agreement

The following rules must be strictly followed by Persons or Organizations presenting library programs:

1. Pre-approved items that may be sold while conducting a program sponsored or co-sponsored by the Library are books and recordings by authors and performers, or other items that directly support the program. In these cases, the authors and/or performers are responsible for arranging the sale of their works and the collection of sales tax as necessary, either through a local bookstore or independently.
2. Organizations or individuals partnering with the Library must coordinate marketing efforts with the Library's Marketing Committee.
3. The person or organization shall not claim in any form that the Town of Gates or any department thereof endorses the presenter or any product or service.

NAME OF PROGRAM PRESENTER:

TOPIC OR TITLE OF PROGRAM:

DATE & TIME OF PROGRAM:

LOCATION OF PROGRAM:

COST OF PROGRAM:

CHECK MADE OUT TO:

Signature of Librarian:_____

Signature of Presenter:_____



Request for Reconsideration of Library Resource

(For books or other printed materials, audiovisual/downloadable items, or programs presented at the Library)

Title:

Author:

Publisher:

Book: Periodical: DVD/Blu-Ray: CD: Audiobook: eBook: Other:

OR

Program Name:

Program Presenter:

Program Date:

Your Name:

Address:

City: State: Zip: Phone:

Do you represent: Yourself: An Organization/Group:

Organization/Group Name:

1. What do you object to in the work or program? Please be specific and cite pages or examples where possible.

2. Did you read/view/listen to the entire work, or attend the entire program? ____ If not, which sections did you skip, and why?

3. What do you feel might be the impact of reading/viewing/listening to this material, or attending this program, by the public at large, and why?

4. For what age group would you recommend this material or program?

5. What do you believe is the theme of this material or program?

6. For books or other material, please cite at least two judgments of this work by literary or other established critics.

7. What would you like the library to do with this material or program? Please explain.

8. In its place, what material or program would you recommend which would convey as valuable a perspective of the subject matter?

Signature: _____ Date: _____

Thank You

Revised form approved by Library Board: 9/25/24