

## DAVENPORT PUBLIC LIBRARY

### Programming Policy

#### STATEMENT OF PURPOSE

Davenport Public Library offers programs intended to further its mission to connect a diverse community to resources that educate, enrich, and entertain. A program is defined as an event sponsored or co-sponsored by The Library. A program can be a single event or a series of events, scheduled or pop-up, and take place inside or outside of a library facility or online. The Library Board of Trustees delegates development and presentation of programs to the Library Director and their designee(s), who apply professional knowledge, experience, and this policy in making decisions.

#### PROVISIONS

1. Programs are provided as a means through which the public of all ages, cultures, backgrounds, and interest groups can share experiences, appreciate special interests, and exchange information.
2. The Library subscribes to the principles embodied in the Library Bill of Rights and its interpretations as adopted by the American Library Association.
3. Library programs should not replicate offerings available within the community unless they align with The Library's strategic objectives, there is demonstrated local interest, or appropriate resources are available to support duplication. The Library may deliver programs in collaboration with other City departments, external entities, and individuals when they are compatible with The Library's goals and priorities.
4. Community members are encouraged to request or make suggestions for programs by submitting a Propose a Program form.
5. The Library welcomes patrons' feedback regarding our programs. If a patron has concerns about a program, they are encouraged to first discuss their concerns with library staff. Patrons wishing to formally request a reconsideration of a program may obtain a Request for Reconsideration form at any library location. All such requests will be reviewed in accordance with the procedures outlined in the Collection Development Policy for reconsideration of library materials.
6. Photographs/video taken at programs may be used in accordance with the Filming and Photography Policy.

#### PROGRAM STANDARDS

7. All library programs will meet the following program standards:
  - 7.1. Programs will be in alignment with and work toward meeting The Library's mission, vision, strategic plan, and/or organizational goals.

- 7.2. Programs will have clearly defined goals and outcomes.
- 7.3. Programs will be open to the public. Registration may be required for planning purposes or when space is limited.
- 7.4. Restrictions on participation based solely on age or gender should be enforced only when not doing so would adversely impact the safety of the participants or interfere with the intended purpose of the program. In no case will attendance at a program be limited because the content of the program may be controversial. Note that parents and guardians may restrict their own children's access to programs, but no person or organization can interfere in others' access and participation. The Library encourages parents and guardians to discuss their child's access to and participation in programs with their child, but may not impose those decisions on others, including other people's children.
- 7.5. Programs will be offered free of charge. Fundraising to benefit The Library may be approved at the discretion of the Library Director.
- 7.6. The sale of products and services is not allowed; however, authors and artists are encouraged to obtain approval to sell their work following a program in which the author participated with 10% of sales donated to the FRIENDS of the Davenport Public Library and to donate a copy of their work to The Library for possible inclusion in the library collection.
- 7.7. Programs will not support, endorse, or oppose any political candidate, ballot measure, or specific religious conviction. Programs may address religious themes to educate or inform, but not to promote a particular religion. Programs are planned to be inclusive of all cultures. Candidates' forums that include invitations to all recognized candidates and holiday programs may be offered.
- 7.8. All presenters for youth programming must undergo a police background check.
- 7.9. In order to prepare a program schedule that reflects the diversity of Davenport, the Quad Cities, and the world, a presenter's demonstrated qualifications, expertise, and reputation are all considered. Requests from individuals to present programs, including author readings and signings, are also considered.
- 7.10. Programs will be weighed against The Library's budget, other allocated resources, and the public's interest in the topic.
- 7.11. Programs of a purely commercial nature, including but not limited to, presentations offered for free but with the intention of soliciting future business, are not permitted.
- 7.12. Materials asking for library visitors to sign a petition or letter are not permitted.