

Windsor Locks Public Library, Inc Programming Policy

Purpose

The Windsor Locks Public Library, Inc., in keeping with its mission to provide educational and intellectual services to the community, and to promote literacy and educational activities for the betterment and enjoyment of all residents of the Windsor Locks community develops and presents programs that provide information, learning, and entertainment.

Library programming is an essential service that supports and enhances the Library's collections and other resources.

Programs are provided for the interest, information, and enlightenment of all residents, and aim to reflect a wide range of diverse and diverging viewpoints. Programs provide access to content relevant to the educational, informational, research, and independent interests of Windsor Locks residents.

The Library recognizes the importance of programs as resources for voluntary inquiry, the dissemination of information, and the promotion of free expression and intellectual freedom. This policy establishes guidelines for the development, management, and oversight of all programs presented by the Library.

Key Definitions

A Library program is a free, public event, virtual or in-person, that is developed or curated by Library staff for the benefit of those who choose to attend. Programs may involve outside presenters, performers, or facilitators and may be conducted in collaboration with other organizations.

Note: Use of a public meeting room by an outside organization or individual to hold a public event does not constitute a Library-sponsored program.

Scope

This policy applies to all Library-sponsored or co-sponsored programs, regardless of format or location.

Roles and Responsibilities

- The Library Board delegates authority for program development and oversight to the Library Director and designated staff.
- The Adult Services Librarian and the Youth Services Librarian, or designated staff, are responsible for the planning, scheduling, and implementation of programs within their service areas.
- Library staff, professionally trained in programming and public service, curate, coordinate, and supervise all Library programs.

- Program attendees must comply with the Library's Behavior Policy during all events.

Procedures

1. Program Selection

Library programs are selected based on their educational, cultural, informational, or recreational value to the community. Selection considers community needs, available resources, format, audience, and timing.

Programs will not be excluded solely because their topics are considered controversial. Library sponsorship does not imply endorsement of the views expressed by program content or presenters.

The Library may curate or co-sponsor programs developed by members of the public or community groups. However, the same standards apply to all programs.

The following guidelines apply:

- Programs must not serve commercial purposes or promote a business.
- Programs may not support or oppose political candidates or ballot measures. Nonpartisan educational forums are permitted.
- Programs may address religious themes for educational or cultural purposes but may not promote, observe, or proselytize any particular faith. Holiday-themed programs for entertainment are permitted.

2. Program Development, Coordination, and Supervision

Library programs may originate from staff, community suggestions, or partnerships. In co-sponsored programs, responsibility for supervision may be shared, but all Library-sponsored or co-sponsored programs must comply with this policy.

3. Program Access

- Programs are free and open to the public, often on a first-come, first-served basis.
- Registration may be required online or at the door.
- Programs designed for specific age groups (e.g., children or teens) may limit attendance to those demographics.
- Patrons needing accommodations should submit an Accessibility Accommodation Request at least two weeks in advance.

4. Virtual Program Delivery

Some Library programs may be hosted virtually via approved online platforms. These may be:

- Simultaneously live and in-person
- Exclusively virtual
- Pre-recorded and available on-demand

Key provisions:

- Attendees will be notified if a virtual program is being recorded.

Windsor Locks Public Library, Inc Programming Policy

- Registration is required for live virtual events, and access links may not be shared.
- Participants must follow the Library's **Behavior Policy**.
- The Library is not responsible for technical issues on attendees' devices or platforms.

5. Program Materials

Books, media, or merchandise related to a program (e.g., author talks) may be made available for optional purchase by attendees. These sales are for convenience only and not promotional in nature.

6. Program Evaluation

Windsor Locks Public Library, Inc. evaluates programs to ensure quality and relevance. This may include:

- Attendance tracking
- Feedback surveys
- Outcome measurements for grant reporting or internal review

Evaluations help shape future programming and ensure alignment with community interests.

7. Requests for Program Reconsideration

Windsor Locks Public Library, Inc. welcomes feedback and concerns regarding its programs. Requests to reconsider program content or presenters are accepted only from individual residents of Windsor Locks.

Please see the Request for Materials Reconsideration Policy and Reconsideration Request Form on the Library's website.

All Library materials and programs are developed and made accessible in accordance with Section 46a-64 of the Connecticut General Statutes, which prohibits discrimination in public accommodations.

Approved by the Windsor Locks Public Library Board of Directors: 9/22/2025