



Programming Policy

This policy is intended to provide Geneva Public Library (“the Library”) employees, support groups, and other agencies in partnership with the Library the necessary guidelines to assist them in the development of Library programs. It is also designed to inform the public about the principles and criteria by which Library programs are developed, offered, and promoted.

For the purposes of this policy, a Library program can be defined as a specific educational, informational, recreational, or cultural group event or activity sponsored by the Library. Programs may be ongoing, a series, offsite, or a one-time event. All programs must abide by Library policies.

1. Purpose of Library Programs

The purpose of Library programs is to fulfill the Library’s [Mission Statement](#) and the goals set forth in the Library’s [Strategic Plan](#).

Library programs benefit the community by introducing users and potential users to the resources of the Library. Programs complement other services by providing an opportunity to highlight Library collections, promote Library resources, and share knowledge and expertise. Programs are also a way for the Library to forge community partnerships and attract new users.

2. Program Content

The selection of program topics and formats is done by Library employees based on the interests and needs of the community.

Beliefs and opinions expressed during Library programs by speakers, presenters, or performers do not necessarily represent the viewpoint of the Library, library staff, or Board of Trustees (“the Board”).

3. Sponsorship/Endorsement

The Library may collaborate on programs with other agencies, organizations, and businesses, provided the programs are compatible with the Library’s mission and vision.

Collaboration decisions are made on the basis of mutual need and equitable benefit between the Library and potential partners. Unsolicited offers from individuals or organizations to present programs will be evaluated by Library employees, and the Library reserves the right to decline sponsorship or resource requests.

4. Publicity

The Library will create and disseminate all publicity for collaborative programs except where mutually agreed upon between the Library and program partners. Any requirements for publicity or sponsorship statements (such as crediting funding agencies or use of logos) will be mutually communicated, agreed upon between the Library and program partners, and maintained by all parties. All Library promotional material will be marked with the GPL logo image to differentiate from outside group publicity.

For all collaborative programs, the Library will be the point of contact for all formal press releases and public inquiries except where mutually agreed upon by program presenters/partners and the Library. Only the Library will have access to Library publicity avenues such as mailing lists, Library websites and social media accounts, or Library email.

The Library may take photographs or videos at Library programs for internal use, display (ex. social media, newsletter, etc.), and evaluation purposes. All library patrons consent to the use of their image at the library or during library events unless they specifically inform staff of an objection to such use. No names will be utilized in conjunction with photos or videos without consent.

In addition, local publications may photograph or film Library events with express permission from the Library. Program presenters, speakers, and participants may bring and use cameras or videotape equipment to record the program for personal use with express permission from the Library.

4.1 Foundation for the Geneva Public Library

The Foundation for Geneva Public Library sponsors or administers several programs for the library, particularly fundraising events. Library employees generally create all marketing material for Foundation events, provide those materials for distribution by Foundation members, and submit events to community calendars on behalf of the Foundation.

5. Responsibilities

Every collaborative program will have an employee designated as Program Supervisor.

The Program Supervisor may collaborate or delegate some responsibilities for program coordination to support employees. Program Supervisors will direct their support staff in the development and presentation of Library programs. Volunteers who develop or present programs will do so under the direction of an employee Program Supervisor.

6. Accessibility

Every attempt will be made to accommodate all who wish to attend and participate in a Library program. The Geneva Public Library may, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in Library programs and activities in accordance with the Americans with Disabilities Act. Such aids may include but are not limited to qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

The Library will not charge the individual patron or group of patrons for the cost of providing auxiliary aids/services or reasonable modifications of policy necessary to ensure accessibility to GPL programs or activities.

The Library is not required, by law, to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

Anyone who requires an auxiliary aid or service for effective communication or a modification of policies or procedures to participate in a service, program, or activity of the Library should contact the Program Supervisor or the Library Executive Director as soon as possible but no later than seven (7) business days before the scheduled event.

7. Limitations

The Library strives to provide programs that are free of charge. This stipulation does not apply to Foundation for the Geneva Public Library fundraising events.

Programs offered by the Library may be limited by space, budget, and employee availability.

The Library reserves the right to set age requirements or recommendations for programs.

The Library reserves the right to limit program attendance due to space constraints, safety issues, or unreasonable disruption to Library services and activities. In a case

where attendance is limited, a reasonable and non-discriminatory mechanism will be used, such as registration on a “first come” basis.

Though Library programs may cause disruption to some Library services and activities, employees will endeavor to mitigate the disruption whenever possible. A list of upcoming programs can be found on the Library’s online events calendar and in monthly newsletters.

The Library reserves the right to cancel a program at any time and for any reason. The decision of whether or not to reschedule it will fall to the Program Supervisor.

8. Evaluation

All Library events and collaborative events will be evaluated by Library employees through a variety of measures including, but not limited to attendance, audience surveys or questionnaires, audience comments, presenter comments, and employee input.

To determine which community needs and interests are best served through Library programs, the Library regularly evaluates community responses to and suggestions for programming. It also periodically reviews community profiles and uses various mechanisms to obtain community input to assist in setting programming priorities and plans.

Any member of the community may suggest program topics or presenters by emailing genevaref@owwl.org or by speaking to an employee. Formally submitting a program suggestion does not guarantee that the program will be included in the Library’s programming schedule.

9. Feedback

The Library welcomes feedback from patrons concerning programs. Patrons who wish to request a review of any Library program or concerns regarding accessibility may submit a Request for Review form to any service desk for the Library Executive Director’s attention.

Adopted by the Board of Trustees: February 23, 2022

Amended by the Board of Trustees: 5/31/2023, 7/26/2023

Reviewed by the Policy Review Committee: 7/10/2023



Patron Request for Review of a Program

Date of request: _____

Program Title: _____

Program Date: _____

Did you attend this program? Yes _____ No _____

Patron Name: _____

Address: _____

Phone number: _____

Email address: _____

Feedback (*please be specific*):

Patron signature: _____ **Date:** _____

Staff member who accepted this form: _____

Date received: _____

(Completed forms are to be given to the Library Director or his/her designee.)

Executive Director Notes:

Date received _____

Follow up with patron:
