



Programming Policy

Purpose

The Beardsley Library in keeping with its mission to enrich the lives of our patrons by promoting literacy, lifelong learning and cultural enhancement to all generations of our diverse community. Programming is an integral component of Library services that promotes and complements the library's other services and collections. It supports the library's role as the center of the community. Programs are provided for the interest, information and enlightenment of all residents and aim to represent a wide range of varied diverging viewpoints and will provide access to content that is relevant to the research, independent interests and educational needs of residents. The importance of programs as a resource for voluntary inquiry and the dissemination of information and ideas and to promote free expression and free access to ideas by residents. This policy provides guidelines for the development, management, and oversight of programs presented by the library.

Key Definitions

A library program is a free event, virtual or in-person, planned by the library staff for the benefit of those members of the public who opt to attend. It may involve outside presenters, facilitators or performers and may be presented in cooperation with other entities. Use of a public meeting room by an organization or individual to hold a public event is not a library program.

Roles and Responsibilities

The Adult Program Coordinator and the Children & Teen Services are accountable for planning, scheduling, supervising and implementation of programs in addition to any support staff that is needed. The final responsibility for the library program is held by the Library Director, but day-to-day responsibility is shared to librarians that are professionally trained to curate and develop programs.

Program Selection

The Beardsley Library strives to present programs that are educational, informational, cultural or recreational and avoids programs that do not meet these standards. Topics, content and timing of library programs are provided for the interest, information, and enlightenment of all residents. Program selection is based upon the suitability of topic, format and intended

audience that should represent a wide range of varied and diverging viewpoints. A program will not be excluded because its topic may be regarded by some as controversial.

Program Development, Coordination and Supervision

Responsibility for developing library programs is assigned to a variety of staff members, based on their job responsibilities and expertise, who do so under the direction of the Library Director. The library utilizes staff expertise, collections, equipment, and facilities in developing and delivering programming. The following criteria are used in making decisions about program topics, speakers, and accompanying resources:

- Relation to Library mission and service goals
- Community needs and interest
- Presentation quality and treatment of content for intended audience
- Presenter background/qualifications/reputation
- Availability of program space
- Availability of necessary technology
- Budget and staffing considerations
- Connection to other community programs, exhibits, or events

Programs may not be used for commercial, religious or partisan purposes, or for the solicitation of business. The presenter may leave business cards for participants to pick up after the program should anyone be interested in contacting the presenter outside of the library.

Parents and guardians are responsible and must be present with their children when attending an event at all times, following the unattended children's policy.

The library limits consideration of requests to reconsider programs for individual residents of Winsted. All library materials are evaluated and made accessible in accordance with the protections against discrimination set forth in section 46a-64 of the general statutes.

Program Access

Library programs are free and open to the public on a first-come first-serve basis. Registration may be in advance online or at the door. For programs targeted at a specific audience, e.g. children or teens, and promoted as such, preferential admission may be offered to those groups on a first-come, first-serve basis, limited to those individuals as the library deems appropriate.

If you are unable to attend a program you registered for, please contact the library or go online to cancel your registration at least 24 hours in advance. If you continue to no-show to programs,

we will provide a warning, and if it continues, we will not allow you to sign up for programs until further notice.

Virtual Program

Some Library programs may be offered using a Library approved virtual meeting platform that registered patrons may use to access the virtual program from their own internet-enabled devices. This may include programs that are simultaneously run at the physical Library as well as programs that are offered only virtually.

Some virtual programs may be pre-recorded and broadcast via the internet or recorded as presented for later viewing. In the event an interactive program is being recorded, attendees will be informed of that fact at the start of the program.

Live virtual programs require advanced registration. Registered participants will receive via email a link to log on to the program and must not share that link with others. Information collected during the registration process will be used only to communicate information about that program or to confirm eligibility to participate in that program.

The library cannot guarantee the quality of the audio, video, or internet connection of program presenters or attendees.

Program Materials

Performers, presenters and authors may sell books, CDs and other merchandise as long as it is part of a Library program and they have been given prior approval by the Library Director. Program presenters are responsible for the handling of all sales.

Program Evaluation

To provide the highest quality and most useful programming, Library staff will gather information about program results to guide future programming decisions. Outputs, such as the number of attendees at a program, will be gathered for all programs.

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