

Programming Policy

The Oak Creek Public Library strives to offer quality programs and events which support the Library's mission. These programs, offered free and open to the public, are designed to support the goals of promoting lifelong learning, supporting cultural diversity, and providing opportunities for community gathering.

Programming is an integral component of library service that:

- Expands the Library's role as a community resource;
- Introduces customers and non-users to Library resources;
- Provides entertainment;
- Provides opportunities for lifelong learning;
- Expands the visibility of the library

PLANNING AND IMPLEMENTATION

Ultimate responsibility for programming at the Library rests with the Library Director who, in turn, delegates the authority for program management to designated staff. The Director, or his or her designee, retains the authority to approve or reject any program or exhibit. Library staff use their expertise, collections, services and facilities in developing and delivering programming. The Library's staff use the following criteria in making decisions about program topics, speakers, and accompanying resources:

- Community needs and interests;
- Availability of program space;
- Treatment of content for intended audience;
- Presentation quality;
- Presenter background/qualifications in content area;
- Budget;
- Relevance to community interests and issues;
- Historical or educational significance;
- Connection to other community programs, exhibitions or events;
- Relation to Library collections, resources, exhibits and programs

The Library may draw upon other community resources in developing programs and actively partners with other community agencies, organizations, educational and cultural institutions, or individuals to develop and present co-sponsored public programs. Professional performers and presenters that reflect specialized or unique expertise may be hired for Library programs. Library staff who present programs do so as part of their regular job and are not hired as outside contractors for programming.

Programming Policy

Library programs must be non-commercial in nature. While organizations, businesses, and individuals may offer their expertise on topics of interest at no charge, they may not actively promote themselves during a program. Information about the organization may be made available by request or on a table for participants. Outside presenters may not actively solicit participants' contact information, but may leave an optional sign-in sheet at a table. External organizations or individuals partnering with the Library on programs must coordinate marketing efforts with Library staff.

Any sales of products at programs must be approved by the Library and benefit the Library. Only library-sponsored or co-sponsored programs may involve fundraising activities.

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

The Library welcomes input from customers about programming.

ATTENDANCE

All Library programs are open to the public. Programs may be held at the Library, off-site, or virtually.

Attendees do not need a library card to participate in library programs. Registration may be required for planning purposes or when space is limited.

Program attendees must comply with all library policies.

Programs may be designed with certain age-limit parameters. Exceptions may be made at the discretion of the presenter or organizer. While some programs may be designed for children under the age of 12 to attend independently, parents and caregivers must remain in the building. Responsibility for children's attendance at programs, events, and exhibits lies with parents or legal guardians.

Any group wishing to attend a library program is asked to contact the library to confirm there will be space for a large group.

Participants consent to be photographed and/or filmed and give permission for those images to be used for library and city promotion. Participants who do not wish to be photographed should notify library staff.

To request sign language interpretation or other accommodation, please contact the library at least two weeks before the event.

Programming Policy

VIRTUAL OFFERINGS:

Virtual programs will utilize a library approved virtual meeting platform that patrons may access from their own devices.

The library will follow standard industry best practices for virtual events. Patrons attending library virtual programs are expected to adhere to the Oak Creek Public Library's [Patron Behavior Policy](#) and failure to do so during a virtual program may result in their immediate removal from said program.

Oak Creek Public Library will try to utilize a virtual program platform that will be compatible with the widest array of hardware and operating systems. The Library makes no guarantees that every patron will be capable of accessing virtual library programming while using their personal devices or internet connections. The Library makes no guarantees of the quality of the audio or visual aspects of its virtual programs, nor of the stability of any internet connection.

While the Library will make all reasonable efforts to ensure the digital security of its virtual events, patrons attending said events understand and accept that all online activity comes with some degree of risk and agree the library is not liable for any damages that may result from attending a library virtual event.

Adopted by the Library Board October 14, 2021