

# **Suffern Free Library - Program & Events**

*Approved by Suffern Free Library Board of Trustees on 06/28/2022*

*This policy supersedes all prior policies and practices relative to this subject.*

One mission of the Suffern Free Library is to provide innovative services and programs that enrich the lives of the residents of the Suffern Central School District. To ensure that we fulfill our mission, the library offers programs and events of an educational, informational, cultural and recreational nature.

## **Definition:**

A synchronous or asynchronous program or event is a planned public activity for two or more people that is sponsored or co-sponsored by the Suffern Free Library. The program or event may take place in-person or virtually or may be pre-recorded. Among others, a program or event can be an in-person or virtual story time, lecture, workshop, class, craft, discussion group, performance, reading or demonstration. Synchronous programs are happening live, whether in-person or virtual. Asynchronous programs are those which are pre-recorded.

## **Regulations:**

1. Library staff welcomes suggestions from the community for programs and events.
2. Library staff or “professionals” and/or “experts” in their field may be selected to present a program or event. Professionals or experts must submit a written proposal for their presentation.
3. All written proposals will be reviewed by the designated staff. Due to the large volume of proposals received, the Library staff cannot reply to or contact all presenters.
4. The Library Director shall have the authority to make a final decision on all programs and events should it be necessary.
5. Selection of programs and events is based upon various factors including *but not limited to* budget, prior history, qualification of presenter, variety, past attendance figures, timeliness, mass appeal, interests and needs of library users, compatibility with the Library’s mission, vision, values and goals.
6. The viewpoints and opinions expressed at the programs or events are not necessarily those of the Suffern Free Library and/or library staff members.

7. The Community Services Coordinator selects programs for adults. The Children's Room staff selects programs for children up to sixth grade. The Young Adult Librarian selects programs for teens (7<sup>th</sup> – 12<sup>th</sup> graders).
8. For discussion groups, the facilitator selects the titles to be discussed.
9. Programs may not be used for the direct marketing or sales of products or services, or for any activity or purpose that is primarily commercial in nature.
10. The Library does not profit from programs. Some programs may require a materials fee to offset the expenses associated with the program.
11. The Suffern Free Library may limit programs to residents of the Suffern Central School District, and may limit the attendance at programs and events.
12. Programs may require advance registration. Unless otherwise noted, registration will be done online through the library's website. All virtual programs require advance registration.
13. Participation in certain children's, tween and teen programs may be restricted by age. Attendees who do not meet the age requirement will not be permitted to participate and may be asked to leave a program. Children may register for a story time program in the Children's room that is one age level lower than their age, but they may not register for a program that is for older children.
14. Children's Story time:
  - Programs for children may require parental consent and/or attendance.
  - We do not allow walk-ins for story time sessions which require prior registration unless noted that the program is a "drop-in".
15. Library staff may solicit funding for programs and events from grants, organizations or corporations. Co-sponsors will receive proper credit in all promotional materials.
16. The sale of products at a Library program is limited to:
  - Authors selling books
  - Musicians selling CDsThe Library Director has the right to grant exceptions to this rule.
17. The Library reserves the right to cancel or postpone a program or event.

18. Parents/Guardians of children under the age of 8 must remain in the library while the child attends the program or event.
19. The Library reserves the right to insist upon the removal of anyone behaving inappropriately at an event, whether it be in-person or virtual. Please refer to Suffern Free Library's "Code of Conduct".
20. Virtual Library programs will not be recorded without the consent of the presenter. Every effort will be made to not record audience participation.
21. In-person events may be live-streamed and the Library staff will inform the public if the event is being live-streamed and will make every effort to protect the privacy of the participants.