

Cranbury Public Library

Programming Policy

GUIDING PRINCIPLES

The Cranbury Public Library's mission is to actively support bringing people, information, and ideas together. The Cranbury Public Library aims to serve the needs of its patrons by expanding minds, building community and inspiring curiosity. Programming is an integral part of library services that contributes to the achievement of this mission and vision. The Library also maintains a commitment to sustainability and will consider and promote, whenever possible, programs and program planning that supports the "Triple Bottom Line" of environmental stewardship, economic feasibility, and social equity.

The Cranbury Public Library strives to address the needs and interests of all segments of Cranbury's heterogeneous community. The Library's programming represents diverse points of view and interests both to reflect the community and to support the free exchange of contrasting views and ideas that is critical to a democracy. Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by participants or speakers.

Library-sponsored programs may be held at the library, virtually, or off-site.

All rules and regulations as outlined in Library policy documents apply to programs. Applicants are expected to be familiar with all Library policies, including the Library Use Policy and Rules of Care in the Meeting Room Use Policy. All Library Policies are available on the library website at www.CranburyPublicLibrary.org.

SELECTION RESPONSIBILITY

Responsibility for programming at the Library rests with the Director, who administers authority under the Board of Trustees. The Director, in turn, may delegate authority for program selection and management to Library staff.

SELECTION CRITERIA

The following considerations are weighed in making programming decisions:

- Level of community interests and needs.
- Program quality, accuracy, objectivity, and timeliness as assessed by the Library Director or staff, or by recommendations and reviews from other libraries, library associations, and community and commercial organizations.
- Professional standing of the author/artist/speaker/performer/presenter.
- Contribution to the breadth, balance or diversity of the programming schedule.
- Educational or informational value.
- Entertainment, cultural, artistic, or literary value.
- Local historical significance or local authorship.
- Suitability for intended audience.
- Cost relative to value.
- Budgetary constraints.
- Space constraints.
- Sustainability and recyclability of program supplies and materials if/where possible.
- Distance of travel required for program instructors.
- Special program requirements, including technical needs, time constraints, staffing availability and expertise, and overall feasibility and ease of execution of the program.
- Connection to other community programs, exhibitions, or events.
- Relation to Library collections, resources, exhibits and programs.
- Additional criteria deemed relevant by the Director or Board of Trustees.

The Library may partner with other community agencies, organizations, education and cultural institutions, or individuals to develop and present co-sponsored public programs.

The Director and staff have the discretion to cancel programs, for any reason. Canceled programs may or may not be rescheduled.

LIMITATIONS

Library-sponsored programs are open to the public. However, registration may be required, such as for planning purposes or when space or supplies are limited. A fee may be charged for certain types of programs.

Some programs may require age-based limits, such as programs intended for children and teens which are aimed to their interests and developmental needs.

Recognizing that program attendees may wish to purchase items like books written by speakers, recordings made by performers, or artwork by featured artists, the library may permit the sale of such items in conjunction with a library-sponsored program. All plans to sell such items must be arranged in advanced and approved by the Director. Program presenters are responsible for the handling of all sales.

Programs may not be purely commercial or for the solicitation of business. No presenter may use a program to recruit customers. However, the presenter may leave business cards for participants to pick up after the program should anyone be interested in purchasing items or services from the presenter after the program.

The Library does not present programs that support or oppose any candidate. Election information, such as candidate forums that include an invitation to all recognized candidates may be offered.

Programs may not be specifically to campaign, recruit members, nor to collect signatures for petitions or letters.

While the library may offer programs exploring different religious and cultural traditions, proselytizing of any kind is prohibited.

The Library may offer virtual programs that patrons may access from their own devices. The Library cannot ensure that all personal devices can access the program. The Library also cannot ensure the digital security of any presentation.

The Library may offer programs in which food is present or made available for consumption to attendees. Attendees are responsible for their own health. The Library accepts no responsibility for food served during programs.

Organizations or individuals collaborating with the Library on programs must coordinate marketing efforts with Library staff. The Library reserves the right to revise and edit any copy provided by a presenter. No marketing or promotional materials will be used for any commercial purpose, or made publicly available without the Director's consent.

All photography, filming, and video is subject to the Cranbury Public Library's Photography, Filming, and Video Policy.

No program shall be permitted which poses immediate threat of public unrest or violence. No program shall be permitted that endangers Library staff, patrons, Library facilities, or otherwise materially interferes with Library operations.

CHALLENGES/ APPEALS

Cranbury Public Library cardholders who disagree with a decision to offer or eliminate a program or want their request for a program to be re-evaluated may appeal by following the Cranbury Public Library Appeal Process.

Approved by the Cranbury Public Library, Board of Trustees: April 11, 2024. Library policies are subject to regular Board review and may be updated at any time.