

# Programming Policy

Revised: 04-27-2026

The Portage District Library (“Library”) supports its mission of connecting people to ideas, information, experiences and materials that provide enjoyment, enrich peoples’ lives, and strengthen our community by developing and presenting programs that provide additional opportunities to further the Library’s mission to provide for information, learning, and entertainment. Programming is an integral component of Library service that:

- Expands the Library’s role as a community resource
- Introduces patrons and non-users to Library services
- Provides entertainment
- Provides opportunities for learning
- Expands the visibility of the Library
- Furthers the mission of the Library

## **I. Program Determination**

Ultimate responsibility for programming at the Library rests with the Library Director, who administers under the authority of Portage District Library Board (“Library Board”). The Library Director, in turn, delegates the authority for approved program management to the Program Coordinator, who oversee this responsibility through delegation to designated staff. The Library Director has the discretion to determine which programs the Library shall sponsor or co-sponsor. This policy does not apply to any program that is not conducted or co-sponsored by the Library.

## **II. Criteria for Programs**

Library staff plans and develops programs for the community based on relevance to community interests and issues, popular appeal, the mission of the Library and suitability for general or targeted audiences.

Program presenters are chosen for their expertise and public performance experience.

The Library does not plan programs or classes that are commercial in nature. Although a professional or businessperson may be invited to speak, the purpose of the program is to educate, inform, or entertain and otherwise further the Library’s mission. Programs are not designed for commercial purposes or for the solicitation of business.

## **III. Co-Sponsorship of Programs**

The Library may co-sponsor programs with other persons, agencies, organizations, and institutions. The Library Director has the sole discretion to determine whether to co-sponsor a program according to the criteria set forth in this Programming Policy. If the Library desires to co-sponsor a Library program, these individual or organizational partners must coordinate marketing efforts with the Library’s Program Coordinator. No co-sponsor may use the Library’s name in any marketing material without prior approval of the Library Director. If a person or organization desires to co-sponsor a program, the person or organization shall make such request in writing to the Library Director.

#### **IV. Non-discrimination**

The Library does not discriminate in its programs. Library sponsorship or co-sponsorship of a program does not constitute endorsement of the content or the views expressed by the presenter or the participants. Program topics, speakers, and resources are not excluded from programs because of possible controversy, and the Library will strive to offer multiple viewpoints.

#### **V. Program Attendance**

Library programs and classes are open to the public; however, due to the nature of certain programs, attendance may be limited. For example, some children's programs may be limited based on age.

Further, attendance may be limited based on the occupancy permitted in the room. When occupancy limits must be established, advanced registration may be required. In the cases where advanced registration is not required, the Library may limit the number of people that may attend any program at the door. Attendance will be determined on a first come, first served basis, either with advanced registration or at the door.

Generally, Library programs are free; however, some classes or programs may require a nominal materials fee or require a ticket to be purchased.

**At the discretion of library staff, patrons may be moved to the waiting list if they have had three no-shows for advance registration events that have a waiting list to allow other patrons an opportunity to attend.**

#### **VI. Library Staff**

Library staff members who present programs or classes do so as part of their regular job and are not hired as outside contractors.

#### **VII. Programming Concerns**

The Library welcomes expressions of opinion from patrons concerning programming. If a patron questions a Library program, he/she should first address the concern with the Library Director. Patrons who wish to continue their request for review of Library programs may submit the Request for Reconsideration form to the Library Director. Requests for review of programs will be considered in the same manner as requests for reconsideration of Library materials as outlined in the Library's Material Selection Policy.

#### **VIII. Guidelines for Selling Books, Recordings, Art, or Other Items at Library Programs**

Program presenters who are authors or artists are invited to sell and sign books, music, movies, and art following Library programs upon prior approval by the Library Director.