Dedham
PUBLIC LIBRARY

43 Church Street
Dedham, MA 02026
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Program Policy

Voted and approved by the Board of Library Trustees: January 6, 2022
Effective date: January 6, 2022

The Dedham Public Library (the "Library") strives to offer a variety of programs for all ages that support the mission of the Library and reflect the broad range of community interests. Library programs are just one of the many tools the Library has for serving its community. From encouraging patrons to use Library resources to supporting the educational, cultural and recreational needs of the community, Library programs are an important part of a public library. At their core, libraries are about information, and programs are another avenue through which Library staff can bring information to our patrons.

Responsibility for Program Offerings
Ultimate responsibility for programming at the Library rests with the Library Director. The Library Director, in turn, delegates the authority for program management to appropriate departmental staff. Library staff who present programs do so as part of their regular job and are not hired as outside contractors for programming. Programs may be planned and presented by Library staff or by individuals or groups with the Library acting as sponsor. Programs may be offered in Library meeting rooms, as space permits, or at other locations designated by the Library.

Criteria for Program Selection
Selection of Library program topics, speakers, presentations, and resource materials will be made by Library staff on the basis of:
- Relevance to community needs, interests, and issues
- Availability of program space and staff time
- Treatment of content for intended audience
- Presentation quality
- Presenter background/qualifications in content area
- Budget

- Historical or educational significance
- Connection to other community programs, exhibitions or events
- Relation to Library collections, resources, exhibits and services

Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by the participants or speakers.

Programs will not serve as a platform for generating income for any sponsoring group or individual, except funds to support the Library. Library programs must be non-commercial in nature and will not be used for religious or campaigning purposes. Although a businessperson or other professional expert may present a program, no solicitation of business is permitted. Except for the three exceptions noted below, the sale of products at a Library program is not allowed.

1. Writers, performers, and artists may sell their own works at the Library following Library programs in which they are featured.
2. The Friends of the Library may sell items at Library programs they sponsor.
3. As recommended by the Library Director and approved by the Board of Library Trustees.

Attendance at Library programs is open to the public. Registration may be required for planning purposes and/or when space is limited. A fee may be charged for certain types of Library programs, such as where there is a cost for materials to participate in the program. Tickets may be sold for special Library events.

Virtual/Hybrid Programs
In an effort to reach the widest audience, the Library may also offer virtual or hybrid programs. These programs will utilize a Library approved virtual meeting platform that registered patrons may use to access virtual programs from their own devices.

Patron Conduct
Patrons attending Library programs are expected to adhere to the Library's Code of Conduct while in attendance. Failure to do so during a program may result in their immediate removal from the program. Depending on the severity of the violation, individuals may also be banned from attending some or all future Library programs by the Library Director.

Program Recommendations
The Library welcomes programming suggestions from the public with the understanding that it will evaluate them in accordance with the same criteria noted above.

This policy supersedes all prior program policies.