

<b>Policy Title</b>	Library Programs		
<b>Approval Date</b>	April 21, 2026	<b>Revision Date</b>	
<b>Related Policies</b>	Access to Library Services Safety of Children and Vulnerable Adults in the Library Code of Conduct Collection Development Patron Privileges and Responsibilities Emergency Closure of Facilities Filming and Photography Financial Management Library Meeting Room Use		
<b>Statutory Reference</b>	RCW 27.12.210		
<b>Purpose</b>	Defines library programs and establishes criteria for program development, presentation, and participation by the public.		

In the event of the amendment of any law, regulation, or ordinance incorporated into this policy or upon which this policy relies, the policy shall be deemed amended in conformance with those changes.

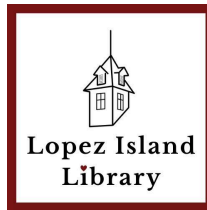
In cases where this policy conflicts with any local ordinance, state or federal law, the terms of that law, and its underlying rules or regulations shall prevail. In all other cases, Lopez Island Library District (“LILD” “Library”) policies and practices prevail.

The Board reserves the right to change and/or modify this policy at any time, as circumstances dictate and in accordance with applicable law.

**Policy:**

**Definition**

A library program is defined as a planned event sponsored or co-sponsored by the LILD that provides learning and/or entertainment opportunities to meet the diverse informational, cultural, educational, and/or recreational needs of the communities the LILD serves. Library programs may be provided in a variety of formats and venues (onsite or off site), and typically contain a presentation and/or guided activity component. A library staff



member will be present regardless of whether the program is led by library employees.

Library programs are a fundamental element of library service that furthers the mission, vision, guiding principles, and strategic priorities of the LILD.

### **Access**

In compliance with LILD's Access to Library Services Policy, library programs will be developed with consideration for the principles of accessibility and will contribute to the Library's welcoming environment. Reasonable accommodations will be made to ensure that programs are accessible to all who wish to attend and participate.

LILD's philosophy of open access to information and ideas extends to library programs. Most programs are free and open to the public; however, some programs may require a nominal materials fee. Registration may be required for planning purposes or when space is limited. With permission from the director, direct sales of books or other relevant items by authors, artists, or other performers may be permissible as part of a library program or event.

### **Participant Expectations**

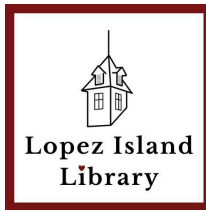
All library program participants are expected to comply with the District's Code of Conduct Policy. In compliance with LILD's Safety of Children and Vulnerable Adults in the Library Policy, the responsibility for monitoring children and vulnerable adults participating in District programs is vested with their parents, guardians, and/or caregivers.

### **Development**

The Board of Trustees delegates development and presentation of library programs to designated LILD staff. The Library Director shall have oversight and final approval of all library programs.

Staff use the following criteria when making decisions about library program topics, activities, and presenters, and accompanying resources:

- \* Community needs and interests
- \* Relation to library collections, resources, and services, and LILD strategic initiatives
- \* Connections to other community or national programs, exhibits, or events
- \* Commitment to Intellectual Freedom and the American Library Association's Library Bill of Rights
- \* Historical, educational, or cultural significance
- \* Presenter expertise and/or public performance experience
- \* Accuracy and timeliness of program content
- \* Popular appeal or appeal to groups within the community who have been culturally or



historically underrepresented.

- \* Staff capacity and availability to plan, advertise, execute, and be present at the program
- \* Cost and budget considerations
- \* Evaluation and review of previous programs with similarities

LILD may draw upon other community resources when developing programs and may collaborate with other community agencies, organizations, educational and cultural institutions, or individuals to develop, present, and/or co-sponsor public programs.

#### Intended Audiences

Some programs may be developed for a particular audience, i.e., attendees should be within the appropriate age group such as children or teens, and/or may require an accompanying adult. LILD reserves the right to set age limits or recommendations for programs.

In determining appropriate age recommendations, LILD staff will consider the suitability of the program's materials, format and program presenters, the relevancy and suitability of topic, messages, and programming methods for the intended audience. Programs designed for specific audiences will be publicized as such.

#### **Use of Third Party Presenters**

LILD may contract with third party presenters for library programs. Selection of such programs does not constitute an endorsement of the content of a program or the views expressed by presenters.

Professional performers and/or presenters that reflect specialized or unique expertise may be contracted with to provide library programs. LILD staff will complete due diligence in advance of contracting with the performer or presenter to ensure quality standards, and will remain onsite before, during, and after events involving contracted performers or presenters.

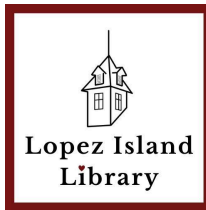
Unsolicited offers from individuals and/or organizations to present library programs may be considered at the sole discretion of designated LILD staff.

Organizations or individuals collaborating with LILD on programs must coordinate marketing efforts with their LILD point of contact.

#### **Data Collection, Film, and Photography**

LILD will collect data on number of programs, type of programs, and attendance in accordance with State Library and IMLS reporting requirements. Data will include age range the program was intended for and number of participants in each program. Any personal information collected (for example, if the program requires registration) will only be used in accordance with the Confidentiality of Library Records Policy.

Library staff may take photographs or film during LILD programs and reserve the right to



use video or still photographs taken of program participants for internal use, publication, and/or for promotional purposes.

### **Cancellation of Programs**

At the sole discretion of designated LILD staff, the Library may suspend, postpone, reschedule, and/or otherwise cancel library programs for the following reasons:

- \* Closure of a facility as per LILD's Emergency Closure of Facilities Policy
- \* Lack of sufficient staffing levels
- \* Change in the availability of the program presenter(s)
- \* Provision of the program would interfere or disrupt, or reasonably have the potential to interfere or disrupt, regular library operations and/or public access to the library or its services
- \* Any other condition or event that may adversely affect the health and safety of LILD employees and customers

LILD will provide as much notice to customers regarding library program cancellations as is practicable.

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LILD will make a good faith effort to implement this policy in a fair and consistent manner. The Director will establish administrative procedures necessary to implement this policy.