

## Purpose

To provide staff, patrons and community partners with a rationale explaining how and why Huron County Library creates library programming and collaborative programming partnerships. This policy also provides the criteria with which these programs and partnerships are evaluated.

## Definitions

**Program:** A coordinated activity, event, or presentation offered to the public that library staff coordinate, plan, host, and/or present.

**Programming Partnership:** a mutually beneficial exchange whereby the Library receives funds, products or in-kind services from a partner who, in return, benefits from community recognition and promotion. The Library may also be a partner for a local event by helping organize, present, promote or otherwise support an event with other cultural, heritage, municipal or community partners.

**Outreach:** Library programs, or library participation in programs and events, held outside library facilities with the intention of connecting with groups who may not use the library.

**Virtual Program:** A coordinated activity, event, or presentation offered to the public that library staff coordinate, plan, host, and/or present using technology that allows participation in the program remotely.

## Policy

1. Programs are an integral part of library services and complement collections and other services. Programs support the Library's values Inclusivity, Literacy, Curiosity and Fun. They raise the library's profile in the community, have a positive impact on library usage and forge partnerships with a wide variety of groups and individuals.
2. The Library upholds the principle of intellectual freedom and supports the rights of individuals to read, speak, view, and exchange differing points of view on any subject. The Library may present or participate in controversial programs in order to ensure public access to all sides of an issue. While people have the right to reject programs for themselves, they do not have the right to restrict the freedom of choice for others. These programs serve as a forum for idea sharing, information gathering and education. Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by presenters or participants. The Library requires all presenters, partners and participants to abide by our Code of Patron Conduct.

## 3. Fees

- 3.1. While the Public Libraries Act does not prohibit the charging of fees for programs, the Library will endeavour to provide free programs to eliminate barriers to children and other community members. Program fees may be charged by library staff or Library Friends with the approval of the County Librarian.
- 3.2. Fees may be charged to recoup costs such as expensive art or craft supplies.
  - 3.2.1. Fees must be set at registration, be clearly stated, and no additional fees can be charged to the participants during the program.
  - 3.2.2. Admission may be charged at a library program that is held as a fundraiser to support library services and projects.
  - 3.2.3. Library staff may participate in community events that charge entrance fees or request donations to support the event or organization, or to raise money for charity (fairs, festivals).
- 3.3. Grants may be pursued to fund programs if available and appropriate.
- 3.4. Grant applications may be made in co-operation with other cultural non-profit, charitable or public agencies or organizations to pursue common, mutually beneficial goals.
- 3.5. The Library does not offer or participate in purely commercial programs and does not allow pressure selling or the imposition of unexpected fees by presenters at library programs.
- 3.6. Presenters may display products or set out information such as catalogues, brochures, or business cards at library programs.
- 3.7. Authors, illustrators, musicians, and artists may sign and sell copies of their work when providing a library program. A local bookstore or publisher may be asked to bring copies on behalf of the author, illustrator, musician or artist.

## 4. Goals of Effective Program Development

- 4.1. Advance the library's vision, mission and values.
- 4.2. Make available a wide spectrum of opinions and viewpoints.
- 4.3. Reflect the interests and needs of the community.
- 4.4. Promote literacy and provide training and assistance with new technologies.
- 4.5. Make programs available to all members of the community regardless of age, race, religion, familial belief, gender, or political affiliation.

- 4.6. Make programs open to all on a first come, first served basis, either with advanced registration or at the door.
- 4.7. Limit attendance based on safe use of space or when success of the program requires it.

## 5. Promotion of Programs

- 5.1. Programs will be promoted through means appropriate to reach the target audience. This may include social media, press releases, the library website, flyers, posters, newsletters, or calendars.

## 6. Evaluation of Programs

- 6.1. The delivery of library programs will be regularly reviewed.
- 6.2. Evaluation will consider how successfully the program achieved planned goals.
- 6.3. User feedback and expressions of opinions or concerns about programs will be captured using the request for reconsideration of programs form (Appendix A) and considered accordingly.
- 6.4. Statistics will be kept for both provincial reporting and evaluation purposes.

## 7. Program Partnerships

- 7.1. The Library encourages individuals, business firms and community organizations to become library partners for programs, collections, services and events. These partnerships serve to benefit the community by allowing the Library to maintain or increase and expand levels of service.
- 7.2. The Library reserves the right to refuse any partnership opportunity that is deemed inappropriate or unsuitable to the advancement of the mission and values of the Library or is incompatible with available staff, facility or budget resources.
- 7.3. The partnership agreement between the Library and the partner organization will be formalized by capturing partner contact information, goals and responsibilities in a Memorandum of Understanding (Appendix B).
- 7.4. Partners must have no expectation of having any influence on the policies and operating procedures of the Library.
- 7.5. Any public use of the name, images and logos of the Library, the County of Huron, the Library Friends groups or any other affiliated organization, must be approved in advance by the County Librarian or designate.

- 7.6. Unsolicited offers of programs from individuals or organizations will be evaluated using the same standards that are applied to programs planned by library staff and Friends.
- 7.7. Partners shall be recognized at a level commensurate with their contribution. Recognition shall be in conjunction with, but not limited to, the programs and services which are supported by the sponsor.
- 7.8. The Library may host, co-sponsor or participate in programs within the library facility or in other locations in the community. Outreach events may include (but are not limited to) fairs, markets, festivals, workshops, parades, art shows, school visits, community meetings and other events which promote and develop literacy and the cultural, heritage or social health of the community.

## Replacement Statement

This Policy replaces all earlier versions and comes into effect on the date approved.

## Citations

Public Libraries Act. RSO 1990, c. P44, s. 23 (1 - 3).

## Related Documents

Vision, Mission and Values Statement. LIB-FS-10

Intellectual Freedom Statement. LIB-FS-20

Donation Policy. LIB-OP-52

## Appendix A

### Request for Reconsideration of Programs

Program Name (or general description, date, and location of event in question)

How does the program fail to fulfil the Goals of Effective Program Development outlined in the Program and Partnership Policy?

Please describe what it is about the program that you find objectionable. Please be specific.

If the event has already occurred, did you attend the program/event?      Yes      No

Do you have suggestions for how we could improve the delivery of this program?

Are you a resident of the County of Huron?      Yes      No

Please print your name, library card number, and contact information clearly:

**Name:**

**Library Card Number:**

**Mailing Address:**

**Phone number:**

**Email address (if preferred):**

This form may be dropped off at any branch or mailed directly to:

County Librarian  
Huron County Library  
Health & Library Complex  
77722B London Rd., R.R. 5  
Clinton, ON    N0M 1L0

Appendix B:

**Huron County Library - Memorandum of Understanding (example)**

**Organization:**  
**Partnership Starting Date:**  
**Point of Contact:**

Name of Community Organization		Branch Library	
Primary Contact Name		Library Contact Name	
Position		Position	
Email		Email	
Phone		Phone	
Additional Contact Name		Additional Contact Name	
Position		Position	
Email		Email	
Phone		Phone	
Mailing Address		Mailing Address	

**Impact:**

The Huron County Library thrives on creating mutually beneficial and lasting relationships in our community. Together, both parties will strive to achieve the following objectives/goals.

List each parties Goals/Objectives (describe the goals/objectives and how it will be measured)

**Action Plan:** *what are your next steps, what is each party responsible for, critical path with dates etc.*

**Date for Re-evaluation:** *choose a date to re-evaluate the partnership.*

## For Library Use

**Notes:** *Any helpful information relating to the success or termination of this partnership, goals, accomplishments, etc.*

**Evaluation:** *Was this partnership successful? Did you accomplish what you set out to do?/what worked well, what did not work well? What impact did it have on the community?*

**Future Partnerships:** *Would you recommend Huron County Library works with this organization in the future? Please explain your reason.*

**Recorded by:**

**Date Recorded:**