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Thomas Crane Public Library
Policy on Programs in the Library

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Policy Statement

The Thomas Crane Public Library presents programs that further its mission to meet the educational, professional and recreational needs of the community, to encourage independent learning and lifelong reading enjoyment, to reach out to new readers of all ages, and to provide access to information and technology. The Library gives priority to programs that promote literacy, books and reading; highlight and facilitate access to the Library's collections and resources; and provide opportunities for cultural enrichment and lifelong learning.

Definition

A *program* is a planned public activity (other than a class visit, tour or training session) for two or more people that takes place at the Library and is presented or sponsored by Library staff. Programs are presented for adults, young adults, and children.

Regulations

Presentation of Programs

1. Library programs may be presented by any professional staff member, or any staff member with demonstrated expertise related to the program topic.
2. Volunteers with demonstrated expertise may present programs, except for programs that are normally presented by Library staff, such as storytimes and book discussions.
3. Qualifications for volunteer and paid program presenters will be determined based on prior experience or training and references.
4. Volunteer literacy program presenters must complete a literacy orientation and training program to qualify as program presenters.

Content of Programs

5. The types of programs the Library will present include storytimes, book discussions, booktalks, author readings, literacy trainings, musical and dramatic performances, workshops, and lectures.
6. Programs may include light refreshments (e.g. beverages and cookies/pastries) if held in the Main Library large meeting room, atrium and Richardson building, the North Quincy Branch Dinegan room, and the Adams Shore meeting room, with the permission of Library staff. Food preparation is allowed only as part of a program (e.g. cooking demonstration).
7. Live animals will be permitted, if part of a program presented by a trained animal handler. Prior to such a program, Library staff will check with the Library's insurance carrier to make sure the Library's insurance will cover the program.
8. No religious, political, or commercial programming, or solicitation of business by program presenters, will be allowed, with the following exceptions:
   - Authors may sell copies of their books at readings.
   - Musical and dramatic performers may sell recordings of their work at performances.

Scheduling & Publicizing of Programs

9. Children's programs will be scheduled by the Coordinator of Children's Services; adult programs will be scheduled by the Assistant Director; literacy programs will be scheduled by the Literacy Project Manager. These staff members will be referred to as Program Supervisors.
10. Certain programs will be offered on a regularly scheduled basis, such as storytimes for children and literacy trainings.
    - Storytimes will be offered for children ages 4 months to 7 years. Two sessions are offered in the fall (late September to early December) and two in the winter/spring (late January to early May).
    - A summer reading program for children will be offered each year in July and August.
    - Literacy orientation and introductory training programs will be offered twice each year (Spring and Fall).
    - A concert series will be offered each summer (July).
11. Library staff will publicize programs via press releases, posters, flyers, the Library newsletter and the Library Web site.

Program Attendance

12. Some programs will be limited to a maximum number of participants, based on the type or location of the program. At the discretion of Library staff, some programs may be cancelled if a minimum number of preregistered participants is not attained.
13. Registration is required for programs with either a maximum or minimum number of participants. Registrations are accepted by phone, in person, or by e-mail, depending on the type of program, on a first come, first served basis, until a program is full. Waiting lists may be maintained for some programs.
14. Groups such as school classes or community organizations may attend Library programs that do not require preregistration. Advance notice is required to assure there is enough room in the program.
15. Programs will not be restricted to the members of a certain group, such as a school class or community organization. All programs will be open to the general public, with the following exceptions:
    - Children's programs may be limited by age range.
    - Literacy programs may be limited to participants with previous literacy training.
    - Programs with limited space requiring preregistration may be limited to Quincy residents.

Evaluation of Programs

16. Statistics relating to number and type of program, and the number of participants, will be compiled monthly by the Program Supervisors. Statistics will be reported annually to the relevant state agencies. More detailed statistics, including day and time of program, may also be compiled by the Program Supervisors, in order to plan future programs.

17. Library staff will evaluate all programs presented by non-Library staff, whether paid or volunteer. Evaluations will be conducted after a program or program series is completed, using evaluation forms developed by the Program Supervisors. Evaluation forms will be completed by the staff in charge of the program and/or the staff who were in attendance at the program. Evaluations will be used to plan future programs.
18. On occasion, program participants will be asked to evaluate programs, using evaluation forms developed by the Program Supervisors. Evaluations will be handed out to participants at the conclusion of a program or program series. Evaluations will be used to plan future programs and program publicity.

Other
19. Brochures and handouts about Library services, upcoming programs, the Friends of the Library, etc., will be made available at Library programs.
20. Displays of related Library materials may be created in advance of programs, to enhance programs and promote Library collections and resources.
21. The Library will accept financial support and donations of goods or services to help defray the cost of Library programs. The Library will recognize such contributions in the publicity created for programs.
22. All programs will be free, with the following exceptions:
    - Programs that require the purchase of materials, such as craft workshops, may require a materials fee.
    - Library fundraising programs, typically sponsored by the Friends of the Library, the Board of Trustees, or the Literacy Project, may require an admission fee.
23. Programs which are private invitation-only events may be presented only for the purpose of Library fundraising or for donor or volunteer recognition.
24. All programs are presented only when the Library is open, with the exception of Trustee- or Friends-sponsored fundraising or donor/volunteer recognition events, and city-sponsored events. Other exceptions may be made only with the approval of the Library Director. In the event of a negative decision regarding a proposed program to be held when the Library is closed, the Board of Trustees will hear an appeal for consideration.

Adopted by vote of the Library Board of Trustees, April 11, 2005