

MT. LEBANON PUBLIC LIBRARY

POLICY NUMBER: 14
TITLE Library Program
DATE ISSUED: July 16, 2024
REPLACES: Previous Policy No. 14, August 8, 1991; Revised October 16, 1997; July 18, 2002; June 16, 2015; November 19, 2019

PURPOSE: To provide guidance and direction to the Library staff for Library programming; to inform the public about the principles and criteria upon which programs are created.

STATEMENT OF POLICY:

A Library program is an event that promotes the use of Library materials, facilities or services and/or offers the community an informational, entertaining or cultural experience. Programs are planned for the interest and enlightenment of all the people of the community. The Library strives to offer a variety of programs that reflect the broad range of community interests. The Library's Program Committee reviews all presenter requests to ensure the suggested program meets with the Library's policy and that no similar programs are scheduled or planned.

1. MISSION AND STATEMENT OF PURPOSE

- 1.1. Mt Lebanon Public Library (MLPL) will provide for all patrons an inclusive, welcoming environment of intellectual enrichment, creativity and enjoyment, and a forum to exchange ideas by providing top-tier programs, materials, services, and community support. It strives to provide robust, dynamic programming from diverse perspectives and voices that meet the needs of today's patrons, from young children to seniors.
- 1.2. It recognizes that the freedom to read is essential in a democracy, and it subscribes to the Library Bill of Rights and to the Freedom to Read Statement adopted by the American Library Association. The Library recognizes the attached interpretations of the Library Bill of Rights as guidance for carrying out the Bill of Rights.
- 1.3. In order to meet this mission, we will intentionally develop programs that recognize, reflect, and value the diverse experiences and multiple identities within our community. These identities and experiences include, but are not limited to, race, ethnicity, gender identity, sexual orientation, ability, culture, language, socioeconomic status, level of education, religion, age and size. By purposefully developing diverse, equitable, and inclusive programs the uniqueness of the Library experience is supported for each individual.

*Mt. Lebanon Public Library Policy No. 14
Library Program*

2. PROGRAM CRITERIA

- 2.1 Program topics, materials, and accompanying resources are entirely at the discretion of the Library staff members, who will take the following factors into consideration:
 - 2.1.1 Community needs and interest
 - 2.1.2 Alignment to the Library's vision and mission
 - 2.1.3 Historical, cultural, or educational significance
 - 2.1.4 Relation to Library collections, resources, exhibits, and programs
 - 2.1.5 Connection to other community or national programs, exhibitions, or events
 - 2.1.6 Availability of display space
 - 2.1.7 Appeal to a range of ages, interests, and needs.
- 2.2 When pre-registration is required, it must be handled by the Library. An attendance sheet may be circulated on the day of the program; however, it may not be used for any commercial purpose. Press releases and public notification of the programs must be approved by the Library Director.
- 2.3 Library programs must be non-commercial in nature. Although a businessperson or other professional expert may present a program, the information should always be general in nature. No solicitation of business is permitted.
- 2.4 The sale of products at a Library program is not generally permitted. Exceptions include:
 - 2.4.1. Because the Library wants to encourage reading, writing, and the appreciation of culture and because distribution channels for these materials are often lacking, writers, performers and artists may sell their own works at the Library following Library programs.
 - 2.4.2. The Friends of the Mt. Lebanon Public Library may sell items at Library programs they sponsor.
 - 2.4.3 The Mt. Lebanon Public Library may sell items at Library programs they sponsor.
- 2.5 Attendance at Library sponsored programs is open to the public. The Library reserves the right to set age limits for children's programs. Attendance at other programs shall not be restricted because of age, gender, race, background or beliefs.

3. STATEMENTS OF CONCERN

- 3.1 There may be occasions when a member of the community may be concerned about a particular program or element of a program at the Library. If a patron wishes to express concern about a program or part of a program at the Library or presented by the Library at an off-site location, a form is available online on the Library's website. This form must be completed in its entirety and returned to a Library staff member or to the Director. Once the form is received, the Director

*Mt. Lebanon Public Library Policy No. 14
Library Program*

will review the request, using the criteria outlined in this and other applicable Library policies. The Director will then provide a written response to the patron.

3.2 If the patron indicates to the Library Director they are not satisfied at this level, the Library Board of Trustees will convene a review committee including the Director, at least two Board members, and [at the Board's discretion] an outside party with expertise in the field. The Library Board review committee's decision is final, and the patron will be notified of the decision. The municipal commission does not make operational decisions for the Library, nor does it make decisions about materials in the Library's collection.

4. APPENDICES

4.1 *Library Bill of Rights and Interpretations*

<https://www.ala.org/advocacy/intfreedom/librarybill>

4.2 *Mt. Lebanon Public Library Statement of Concern Form*

<https://mtlebanonlibrary.org/DocumentCenter/View/4058>

4.3 *Mt. Lebanon Public Library Vision and Mission Statement*

<https://mtlebanonlibrary.org/186/Vision-Mission-and-Strategic-Plan>

4.4 *Freedom to Read Statement*

<https://www.ala.org/advocacy/intfreedom/freedomreadstatement>