

EASTON PUBLIC LIBRARY PROGRAM POLICY

Purpose:

The Easton Public Library (“the Library”), in keeping with its mission of promoting knowledge, ideas and cultural enrichment, develops and presents programs that provide information, learning and entertainment. Programming is an integral component of Library services that promotes and complements the Library’s other services and collections. It supports the Library's role as the center of the community. Programs are provided for the interest, information, and enlightenment of all residents and aim to represent a wide range of varied diverging viewpoints and provide access to content that is relevant to the research, independent interests, and educational needs of residents. The Library recognizes the importance of programs as resources for voluntary inquiry and the dissemination of information and ideas and to promote free expression and free access to ideas by residents. This policy provides guidelines for the development, management, and oversight of programs presented by the Library.

Definition:

A Library program is a free event, virtual or in-person, planned by the Library staff for the benefit of those members of the public who opt to attend. It may involve outside presenters, facilitators, or performers and may be presented in cooperation with other entities. There is a difference between Library programs that are created or curated by librarians and those created by members of the public or the community. Note: Use of a public meeting room by an organization or individual to hold a public event is not a Library program.

Roles and Responsibilities:

The Library Board delegates development, presentation, and oversight of programs to the Library Director and staff. The final responsibility for Library programming is held by the Library Director, but day-to-day responsibility is shared by Librarians who are professionally trained to curate and develop programs. Attendees are responsible for complying with the Library's Code of Conduct and Child Behavior & Supervision Policies.

Procedures:

1. Program Selection: The Library strives to present programs that are educational, informational, cultural, or recreational and avoids programs that do not meet these standards. Topics, content, and timing of Library programs are developed with consideration of available resources and keeping community needs and interests in mind. Program selection is based upon the suitability of topic, format, and intended audience. A program will not be excluded

because its topic may be regarded by some as controversial. Library sponsorship of a program does not constitute or imply an endorsement of the content or of the presenter of the program.

a. Programs of a purely commercial nature or those designed for the solicitation of business will not be offered by the Library.

b. Programs that support or oppose any political candidate or ballot measure will not be approved or offered by the Library. However, educational programs, such as candidate forums that include invitations to all recognized candidates, may be offered.

c. Programs that support or oppose a specific religion will not be approved or offered. Programs are planned to be inclusive of all cultures and of all religions and no religion. Library programs may address religious themes to educate or inform, but not to promote, observe or proselytize a particular religious conviction. Holiday programs may be offered for the entertainment of Library patrons.

2. Program Development, Coordination and Supervision: Library programs may originate from Library staff, partnering institutions, or members of the public. In the event of a co-sponsored program, supervision of the program may be delegated to the co-sponsoring organization, depending upon the timing and venue of the program. All programs sponsored or co-sponsored by the Library, however, must abide by this policy regardless of where they are hosted.

3. Program Access: Library programs are free and open to the public on a first-come first-serve basis. For programs that require or recommend registration, patrons may use the online registration portal, register by phone, or visit the Library and register in person. For programs targeted to a specific audience, e.g. children or teens, and promoted as such, preferential admission may be offered to those groups on a first-come first-serve basis, limited to those individuals as the Library deems appropriate. Any individual requiring accommodation to participate in a Library program should contact the Library two weeks prior to the program using the Accessibility Accommodation Request Form.

4. Virtual Program Delivery: Some Library programs may be offered using a Library-approved virtual meeting platform that registered patrons may use to access the virtual program from their own internet-enabled devices. This may include programs that are simultaneously run at the physical Library as well as programs that are offered only virtually. While hosting the virtual program, Library staff, partnering organizations, and program facilitators will follow industry standard best practices for virtual events. Some virtual programs may be pre-recorded and broadcast via the internet or recorded as presented for later viewing. In the event an interactive program is being recorded, attendees will be informed of that fact at the start of the program. Live virtual programs require advance registration. Registered participants will receive via email a link to log on to the program and must not share that link with others. Information collected during the registration process will be used only to communicate information about that program or to confirm eligibility to participate in that program. Patrons attending virtual programs are expected to adhere to the Library's Code of Conduct Policy. The

Library will make all reasonable efforts to ensure the digital security of virtual events. However, attendees must understand that all online activity carries some degree of risk. Patrons are required to provide their own equipment and internet connection to attend virtual programs. The Library will make a good faith effort to utilize platforms that will be compatible with the widest array of hardware and software, but makes no guarantee that every patron will be capable of accessing every Library program successfully. Nor can the Library guarantee the quality of the audio, video, or internet connection of program presenters or attendees.

5. **Program Materials:** Books, CDs, DVDs or other ancillary materials related to the content of a program may be offered for sale at a Library program as a convenience to attendees.

6. **Program Evaluation:** To provide the highest quality and most useful programming, Library staff will gather information about program results to guide future programming decisions. Outputs, such as the number of attendees at a program, will be gathered for all programs. Attendees may also be asked to complete a brief survey after attending a program, so that the Library may obtain information that will assist in scheduling future programs.

7. **Procedures for the Questioning of Library Programs by Patrons:** The Library limits consideration of requests to reconsider material, displays, or programs to individual residents of Easton, CT. Please see our Material Review and Reconsideration Policy for further information on this process. All Library materials are evaluated and made accessible in accordance with the protections against discrimination set forth in section 46a-64 of the general statutes.

Adopted by the Library Board of Trustees on October 14, 2025.