Library Sponsored Program Policy

Peter White Public Library schedules, develops, and presents a wide variety of programs that provide opportunities for information, learning, and entertainment.

Programming is an integral component of library services that:
- Expands the Library's role as a community resource
- Introduces patrons and non-users to Library resources
- Provides entertainment
- Provides opportunities for lifelong learning
- Expands the visibility of the Library

Programs are not used for commercial, religious, or partisan purposes or the solicitation of business. The events and programs held at the Library do not indicate the Library's endorsement of the issues covered in any presentation.

Performers and presenters will not be excluded from consideration because of their origin, background, or views, or because of possible controversy. No program shall be permitted which poses the imminent threat of public unrest or violence. No program shall be permitted that endangers Library patrons, staff, Library facilities, or otherwise materially interferes with Library operations.

The Library does not present programs that support or oppose any political candidate. Election information such as candidate forums that include invitations to all recognized candidates may be offered. Petitions or campaign literature are not permitted at such events.

All Library programs are open to the public. Registration may be required for planning purposes or when space is limited. Programs may be held on-site, off-site, or online.

A fee may be charged for certain types of Library programs including fees to cover the cost of materials that participants keep.

Programming Responsibility

Ultimate responsibility for programming at the Library rests with the Library Director, who administers programming under the authority of the Board of Trustees. The Library Director, in turn, delegates the authority for program development and management to appropriate departmental staff.

Library staff use the following criteria in making decisions about program topics, speakers, and accompanying resources:
- Community needs and interests
- Availability of program space
- Availability of Library staff
- Treatment of content for intended audience
- Presentation quality
- Presenter background/qualifications in content area

- Budget
- Historical or educational significance
- Connection to other community programs, exhibitions or events
- Relation to Library collections, resources, exhibits and programs

Co-Sponsored Programs

The Library is interested in suggestions for Library programs. These suggestions should be communicated to Library staff managing programs for the service areas or the Library Director.

The Library draws upon other community resources in developing programs and actively partners with other community agencies, organizations, educational and cultural institutions, or individuals to develop and present co-sponsored public programs.

Community members interested in offering a program should contact the Adult Services Programming Coordinator or the Youth Services Department Head to discuss their program idea. PWPL programs are planned out many months in advance. Library staff are authorized to reject any community program suggestions that are not feasible due to timing or do not meet the programming guidelines set forth in this policy.

Hiring Presenters (Contract and Payments)

Professional performers and presenters that reflect specialized or unique expertise may be hired for Library programs. Payment to an external presenter will be set in accordance with the Library's Purchasing Policy and may require Library Director or Board of Trustees approval.

All external program presenters are required to indemnify the Library (including the Board, employees, and agents of the Library) against any damages, claims or liability arising in connection with the presentation of a program.

Payment to external program presenters will only be made when the following conditions are met: Library Business Office receipt of a signed program contract and W-9 form, completion of the program, and sufficient time for PWPL to submit for payment.

Should a presenter have their own contract, the Library contract will take precedence over the presenters contract. If there is overlap between the two contracts, library staff will negotiate with the presenter to come to an agreement on which contract takes precedence.

Marketing and sales

External organizations or individuals partnering with the Library on programs must coordinate marketing efforts with the Library's staff and secure staff approval before distributing any promotional materials. The Library reserves the right to revise and edit any copy provided by a program presenter as appropriate for the Library's various promotional outlets.

The sales of products at Library programs are generally prohibited. Authors, musicians, and artists may conduct sales of their artwork at events with prior approval from the Library Director.

Virtual Programs

In an effort to reach the greatest volume of patrons, the Library will also offer virtual programs. These programs will utilize Library approved virtual meeting platform(s) that patrons may use to access virtual programs from their own devices and may include programs that are simultaneously run at Library facilities along with programs that are solely offered virtually.

All Library virtual programs will be hosted via the Library's virtual meeting account(s). A designated Library staff member will act as "host." An external presenter will be made the "co-host." A second Library staff member may also be a "co-host" to manage the event, including recording attendance, and to deal with any technological, logistical, or behavioral issues that may arise. While hosting the virtual program, the Library may mute attendees, lock the event after the program has begun, dismiss participants and the like.

Patrons are required to use their own equipment to attend Library virtual programs. Peter White Public Library will make its best good faith effort to utilize a virtual program platform that will be compatible with the widest array of hardware and operating systems, but the Library makes no representation that every patron will be capable of accessing Library programming virtually using their personal devices or internet connections.

Furthermore, the Library makes no guarantee as to the quality of the audio or visual aspects of its virtual programs, nor of the stability of the internet connection on the side of the patron, the presenter, or the Library host. Finally, while PWPL will make all reasonable efforts to ensure the digital security of its virtual events, patrons attending said events understand and accept that all online activity comes with some degree of risk and agree that the Library is not liable for any physical, emotional, or financial damages that may result from attending a Library virtual event.

Patron Behavior

Patrons attending in-person, virtual, or hybrid programs are expected to adhere to the Peter White Public Library Code of Conduct (LIB-2) while in attendance, and failure to do so during a program may result in their immediate removal from said program. Depending on the severity of the violation individuals may also be banned from attending some or all future Library programs.

Request for Reconsideration

The Library recognizes that some programming may be considered controversial, Library sponsored programs are subject to the same process for reconsideration as all Library materials. Patrons who wish to speak with a staff member about their concerns regarding Library programming should follow the process outlined in the INFO – 1 Material Selection and Intellectual Freedom Policy.