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## Smiths Falls Public Library



Policy Type: **Operational**

Policy Number: **OP-09**

Policy Title: **Programming**

Policy Approval Date: **November 13, 2007**

Last Review Date: **May 27, 2025**

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Programming provides information, invites public discussion, celebrates history, helps cultural awareness, encourages curiosity, and inspires literacy. Programming promotes the library's services and resources. This policy defines the provision of programs by Library staff and through co-sponsored or partnership activities.

1. Programs are defined as any group activity offered to the public that staff coordinate, plan and/or present whether in partnership, with other organizations or independently.
2. The Smiths Falls Public Library upholds the principle of intellectual freedom embodied in the Canadian Federation of Library Associations' *Statement of Intellectual Freedom and Libraries*. Library sponsorship of a program does not constitute an endorsement of the content of the program, or the views expressed by presenters or participants. See *Intellectual Freedom Policy FN-04*.
3. All programs are designed to be inclusive and safe spaces. The Library aims to provide innovative and community-driven programs. The Library may deliver programs that present controversial or opposing points of view. Community members are expected to respect the rights and freedoms of others when expressing concern over any specific program. All expressions of concern should be addressed, in writing, to the CEO of the Library.
4. The library will:
  - a) Make available a wide spectrum of opinions and viewpoints.
  - b) Select programs based on the interests and needs of the community. Program suggestions from the community are welcome and will be implemented when feasible.
  - c) Use programs to promote interest in, and the joy of, reading and literacy.

- d) Make programs available free of charge. Programs that incur greater costs to run may be offered by optional donation (eg. an outside performer such as a magician). The library will charge for fundraising events.
- e) Limit program attendance based on safe use of space, or when demand for a program requires it.
- f) Make programs open to all, based on a first-come, first-served basis, either with advanced registration or at the door. Registrants with a history of not attending registered programs may be put on a waiting list or be removed from the program if program is full.
- g) Commercial programming is not the remit of the library.
- h) Assess the credibility of any partners involved in delivering programs.
- i) Regularly evaluate the planning and delivery of library programs.
- j) Make available a process for user feedback and expressions of opinions/concerns about programs.

5. The library may:

- a) Offer programs for children, young adults, adults, seniors, and families.
- b) Participate in cooperative programs with other agencies, organizations, institutions or individuals.
- c) Promote programs through in-library advertisements, brochures, news releases, social media, and the library's website.
- d) Allow presenters to display products or books for purchase.