

The Greenfield Public Library (GPL) supports its mission to create opportunities for lifelong learning, engagement and enrichment to Greenfield residents by developing and presenting programs that provide opportunities for educational, cultural, and recreational experiences.

Programming is a vital element of library service that:

- Expands the library's role as a community resource
- Honors diversity
- Improves visibility of the library and its resources
- Promotes literacy & lifelong learning
- Provides useful, timely information
- Supports community-building and outreach
- Uses resources effectively
- Works with current trends

Ultimate responsibility for library programming rests with the Library Director, who administers the library under the authority of the Board of Trustees and delegates to library staff authority to interpret and apply this policy in daily operation.

These criteria are used in making decisions about program topics, speakers, and accompanying resources:

- Availability of program space
- Budget
- Community needs and interests
- Connection to other community programs, exhibitions, or events
- Historical, educational, or cultural significance
- Quality of presentation
- Speaker's background and qualifications in the content area
- Treatment of content for the intended audience

The community has a role in shaping library programming by participating in events and/or providing suggestions and feedback. GPL welcomes input from the Greenfield community concerning its programming. Individuals and community groups interested in partnering with the library to provide library programs can submit an event proposal through the library's website at: <https://www.greenfieldlibrary.org/event-proposal.php>.

All suggestions for programming are subject to the same selection criteria as other programs. Program participants should expect that photographs and videos will be taken at library-sponsored programs and may be used in GPL's marketing materials, including social media and websites. Participants may request in writing that their image not be used by the library.

GPL is committed to open access to information and ideas; it does not knowingly discriminate through its programming. Library sponsorship of a program does not constitute endorsement of

the content or views expressed by speakers or participants. Library-sponsored programs are not used for commercial, religious, or partisan purposes.

GPL draws upon other community resources in developing programs, utilizing staff expertise, collections, and services. In addition, the library actively partners with community agencies, organizations, educational and cultural institutions, and individuals to develop and present co-sponsored public programs. External organizations or individuals partnering with GPL on programs shall coordinate marketing efforts and mutually agree on a fair division of program expenses.

Program activities may include (but are not limited to) story times, summer reading programs, speakers, movie screenings, technology information sessions, and book discussion groups. Staff who present programs do so as part of their employment at GPL. Professional performers and presenters may be hired for library programs. Performers and speakers will not be excluded from consideration because of their origin, background, or views. Animals that are part of library-sponsored programs shall be accompanied at all times by their handler and/or trainer.

Programs may be held on-site or off-site. Any sales of products at library-sponsored programs must be approved by the GPL.

GPL reserves the right to:

- Deny attendance to anyone who is disruptive or who violates GPL's Patron Behavior Policy.
- Limit attendance at events due to space considerations and based on the nature of the program.
- Set age limits for library-sponsored programs.

Children under 10 must be with a caregiver aged 14 or older while in the library. Children left unsupervised are subject to the provisions of GPL's Patron Behavior policy.

GPL assumes no responsibility for loss or damage to personal property at any library event. GPL welcomes expression of opinion from patrons concerning programming. Feedback may be provided to library staff in person, over the phone, via email, social media, or by completing the "Contact Us" form on the library's website.

Groups and individuals may reserve the Community Room and/or Conference Room for private events and/or meetings in accordance with GPL's Room Reservation and Use Policy. Such private events and/or meetings are not library-sponsored, and GPL is neither responsible for the content of such programs nor affiliated with the groups presenting them.