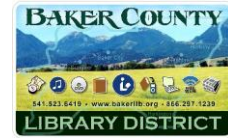


Programming and Outreach Policy

Proposed for Board Consideration



BOARD APPROVAL	[DATE]
SUPERSEDES	Programming & Outreach Policy approved October 10, 2016

I. Purpose

Baker County Library District ("District") provides programs and outreach as core library services that advance the District's mission and support education, information, recreation, lifelong learning, literacy, creativity, cultural enrichment, and community connection.

Programs and outreach may be offered independently by the District or in cooperation with public agencies, nonprofit organizations, community groups, businesses, individuals, and other partners.

Programs may take place at District facilities, at other community locations, online, or through other appropriate formats. Outreach extends library resources and services beyond traditional library settings and helps reduce geographic, physical, technological, economic, or other barriers to library access.

II. Responsibility and Scope

The Library Board establishes policy governing District programming and outreach. The Library Director is responsible for administration of this policy and may delegate program and outreach selection, planning, implementation, and evaluation to qualified District staff.

Library-sponsored program: an event, presentation, activity, class, performance, discussion, workshop, or other offering selected or organized by the District.

Partnered or co-sponsored program: one for which the District shares substantive planning or resources with another entity.

Use of District meeting or study rooms by individuals or outside organizations does not, by itself, constitute Library sponsorship or partnership. Such use is governed by the District's Meeting & Study Room Policy.

III. Program Selection

Programs will be selected to support the District's mission and respond to the interests and needs of the communities the District serves. In developing an overall program schedule, staff will seek a reasonable variety of subjects, formats, audiences, perspectives, and opportunities for learning and recreation.

Factors that may be considered in selecting or developing a program include:

1. Relevance to the District's mission, services, collections, goals, or identified community interests and needs;
2. Educational, informational, recreational, literary, artistic, cultural, or civic value;
3. Suitability of the subject, format, and presentation for the intended audience;

4. Qualifications, experience, reputation, or demonstrated ability of presenters or partners;
5. Availability of staff, funding, facilities, equipment, technology, and other resources;
6. Accessibility, safety, scheduling, space, and operational considerations;
7. Opportunities to reach populations or geographic areas with limited access to library services;
8. Relationship to other District programs and services and the value of offering a variety of subjects and viewpoints; and
9. Availability of appropriate community partners or outside funding.

No single factor is necessarily determinative.

Prospective presenters or partners may be asked to provide a description of a proposed program and relevant supporting information, such as references, reviews, credentials, examples of prior work, publications, recordings, or other materials reasonably needed for staff to evaluate the proposal.

The decision to sponsor, co-sponsor, present, continue, modify, reschedule, or discontinue a Library program rests with the Library Director or designee in accordance with this policy and other applicable District policies.

IV. Intellectual Freedom and Non-Endorsement

The District supports free access to information and ideas. Library-sponsored programs may address a broad range of subjects and may include ideas or viewpoints that some individuals consider controversial, unfamiliar, or objectionable.

A program will not be excluded solely because of the origin, background, identity, affiliations, or viewpoints of those contributing to it, or solely because individuals or groups may disagree with its content.

Selection of a program, presenter, partner, or subject does not constitute District endorsement of the views expressed. Likewise, a decision not to select a proposed program does not necessarily constitute disapproval of the presenter, organization, subject, or viewpoint.

The District is not obligated to present every proposed program, to provide a speaking opportunity to every person or organization requesting one, or to present opposing viewpoints within an individual program. Staff exercise professional judgment in developing the District's overall program schedule consistent with this policy.

District-sponsored civic and governmental information programs shall be conducted in a manner consistent with applicable law. District employees and resources shall not be used to promote or oppose candidates, political committees, petitions, ballot measures, or other electoral matters in violation of Oregon law.

V. Public Access, Intended Audiences, and Registration

Library-sponsored programs generally will be free and open to the public. Exceptions may be authorized by the Library Director or designee when appropriate to the purpose or circumstances of a program.

Registration may be required because of space, safety, materials, technology, staffing, or other program needs. Attendance may be limited when a program reaches its established capacity.

Programs may be developed for particular ages, developmental levels, or audiences when reasonably related to the program's purpose. The District may establish age ranges, caregiver requirements, registration requirements, or similar participation guidelines for individual programs.

Parents and legal guardians are responsible for deciding which Library programs are appropriate for their minor children, subject to participation requirements established for individual programs and other District policies.

The District will administer programs without unlawful discrimination and will seek to provide reasonable access and accommodations consistent with applicable law, the nature of the program, and available resources.

All participants are subject to the BCLD Patron Code of Conduct and other applicable District policies.

VI. Partnerships, Sponsors, and Presenters

The District may collaborate with organizations and individuals when partnerships further Library purposes, expand expertise or resources, improve community access, or otherwise benefit the public.

The District retains responsibility for Library-sponsored and co-sponsored programs, including final approval of program content, scheduling, location, publicity, and use of the District's name or logo.

Program publicity and materials may identify presenters, partners, funders, or sponsoring organizations when appropriate. Such acknowledgment does not constitute endorsement by the District.

Presenters and partners are expected to comply with applicable laws and District policies while participating in Library programs.

VII. Commercial Activity, Sales, and Fundraising

Library programs shall not primarily serve as a platform for commercial solicitation or generating private income.

Products or services generally may not be advertised, solicited, or sold as part of a Library-sponsored presentation. With advance approval of the Library Director or designee, authors, performers, artists, filmmakers, educators, or similar presenters may sell books, recordings, artwork, or other materials directly related to their program for a reasonable period immediately before or after the event.

Approved fundraising or sales benefiting Baker County Library District, Friends of the Baker County Library, Baker County Library Foundation, or a participating nonprofit or governmental partner whose purposes are consistent with the District's mission may also be permitted.

Any permitted sale or fundraising activity shall remain secondary to the educational, informational, recreational, literary, artistic, or cultural purpose of the program. Purchase shall not be required for attendance unless specifically authorized in advance as part of an approved program arrangement.

VIII. Outreach

Outreach brings District resources, services, and programs to people in locations or circumstances where use of a traditional Library facility may be difficult or impractical.

Outreach may include, but is not limited to, bookmobile service; lending or library card services; visits to schools, childcare providers, senior facilities, community organizations, and other partner locations; participation in community events; literacy and technology instruction; presentations; pop-up services; and programs provided at off-site or virtual locations.

In selecting outreach activities, locations, and partners, the District will consider community needs and interests, geographic access, populations experiencing barriers to service, staff and financial resources, accessibility and safety, suitability of the partner or location, and opportunities to further the District's mission.

District staff may participate in community organizations and collaborative initiatives on behalf of the Library to identify community needs, build partnerships, promote Library services, and improve access. Such participation shall comply with applicable District policies and laws governing employees acting in their official capacity.

IX. Publicity, Photography, and Recording

Publicity for Library-sponsored or co-sponsored programs is subject to approval by the Library Director or designee.

Photography, filming, recording, and related activities associated with programs shall be governed by the District's Photography, Recording & Filming Policy and other applicable policies.

X. Cancellation or Modification

The District may cancel, postpone, relocate, modify, or change the format of a program when reasonably necessary because of weather, emergencies, presenter availability, staffing, facility or technology problems, safety concerns, insufficient registration, legal requirements, or other operational circumstances.

Whenever practicable, the District will provide reasonable notice of significant program changes.

XI. Concerns and Administrative Review

Questions or concerns about a Library-sponsored program should first be directed to District staff.

Formal requests for review of a program or other programming decision shall be handled in accordance with the Baker County Library District Administrative Review of Library Services Policy and any applicable appeal or complaint procedures.

XII. Related District Policies

This policy should be read together with applicable District policies, including the **Administrative Review of Library Services Policy, Meeting & Study Room Policy, Patron Code of Conduct, Photography, Recording & Filming Policy, Public Complaint/Patron Grievance Policy**, and other policies relevant to particular programs or activities.