

Program Development Policy

Programming Definition and Objectives

The Tenaflly Public Library (“the Library”) defines a program as an activity or event in a group setting, developed to meet the educational, social, recreational, cultural, or informational needs of an anticipated audience in the community. A program is initiated, planned, conducted or co-sponsored by Library staff. Programs may include, but will not be limited to, lectures, forums, visual and performance art, interactive classes or workshops, continuing education, fairs, discussion groups, technology programs, storytimes, class visits, library tours, community outreach, exhibits, and presentations. Programs can take place in the Library, off-site, or virtually. Programs can be a single event, a short series, or continuously recurring.

Library programs are designed to:

- Create community connections
- Introduce patrons and non-users to Library resources and services
- Broaden the Library’s reach and recognition
- Provide lifelong learning opportunities
- Offer equitable access to music, art, and culture
- Offer context or expand knowledge of current events and timely topics

The Tenaflly Public Library Board of Trustees, composed of members of the community, is the governing body of the Library and determines the strategic framework for program development. The Library Director makes program development decisions in accordance with the policies set by the Board of Trustees. Program planning and facilitating is delegated to staff members based on their job responsibilities and areas of expertise. Programming staff members are guided by this policy and use professional skills, collections, and feedback from the community in planning and delivering Library programs.

Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by participants, and program topics, speakers, and resources are not excluded from programs because of possible controversy.

Funding / Fundraising

The Library receives funding for library programs in a variety of ways, including support from charitable organizations that support the Library. The Library may also partner with other institutions, organizations, or individuals who have received funding to offer Library programs. All Library programs, regardless of the source of funding, are subject to this policy. Library programs are open to the public and usually offered free of charge. At the discretion of the Library, a fee may be applied to programs and goods that benefit the Library, including book sales, and other types of fundraising.

Library programs are non-commercial in nature. Programs are not used for the solicitation of business. Presenters, whether individual or organizational, shall not use a Library program to petition, advertise, or recruit members or customers. While the Library welcomes professional experts to present at its events, Library programs cannot be used to directly further commercial, religious, political, or partisan purposes. Presenters are permitted to have business-related brochures, flyers, or other information available for attendees to pick up if interested, but they may not distribute such materials as part of the event. On occasion, presenters may receive permission to sell their creative works as part of a Library program. Librarians who present programs do so as part of their regular job, and are not hired as outside contractors for programming.

Library staff may require registration for space purposes; however, presenters are not allowed to implement their own signups or collect contact information from program attendees unless approved by the Library. Attendees may obtain the presenter's contact information after the program.

Paid presenters will be compensated after the end of their program or program series.

Programs sponsored by charitable organizations whose purpose and mission are to support the Library may include the sale of merchandise as a means to fundraise for the benefit the Library. Sale of these works and/or other products at Library programs is not permitted unless authorized by the Library Director or a designee. Presenters who are willing may donate a copy of their work to the Library for possible inclusion in the collection. Their work will be subject to the Library's Collection Development Policy.

Criteria for Evaluating Program Proposals from the Public (Unsolicited Program Proposals)

Unsolicited offers from individuals or organizations to present programs will be considered only if relevant to the purposes of Library programming listed in this policy. Presenters must submit a program proposal in writing and provide three (3) references from prior speaking engagements or performances at public venues, such as schools or libraries. Proposals will be reviewed by Library staff and accepted on a competitive basis. A limited number of proposals may be accepted, with preference given to presenters who are residents of the Borough of Tenafly. Most programs will be accepted as a one-time class or event only. Submitting a program proposal does not guarantee acceptance. The Library reserves the right to decline a program for a variety of reasons including, but not limited to, staffing, budgetary constraints, space, or scheduling. Proposals should be submitted at least six (6) months in advance of the anticipated program date.

Presenters who desire staff assistance to set up computer and other audiovisual equipment must make the request at the time of the program booking. The request must be finalized ten (10) business days before the start of the program. Staff will assist with the set-up but will not operate audiovisual equipment throughout the program. Performers who include audiovisual equipment

must know how to operate it independently or bring an assistant to operate it. They must also arrange for the transportation of equipment; Library staff and Tenaflly Borough employees will not transport any equipment or props for outside programs.

Requests from local authors to perform book talks at the Library will be considered on an individual basis and almost exclusively granted to Tenaflly residents. The Library does not compensate authors for unsolicited book offerings or book talks. The Library has the right to decline an author's book talk request.

Storytimes are conducted by Library staff or professionals hired by Library staff and/or partner organizations only. On occasion, Library staff may include readings by community helpers such as, but not limited to, firefighters, police, or government officials.

Access

All Library programs are open to the public, but some meetings and programs may be designed with specific audiences in mind, such as programs intended for children and teens that are geared to their interests and needs. Children's programs, defined as programs for patrons from birth to age eleven (11), are limited to children and their caregivers. Teen programs, defined as programs for patrons ages twelve to eighteen (12-18), are limited to teens only, except when they require an adult assistant. Family programs, or programs designated "all ages" on the monthly program calendar, are open to everyone. Adult programs exclusively cater to adult interests, but children are only prohibited if stated in the program description. Programs targeted toward specific audiences are to be publicized as such. Decisions concerning an event's audience, registration, capacity, late arrivals, and allowable walk-ins will be made by the Library staff supervising the event.

Every attempt will be made to accommodate all who wish to attend a program. However, when safety, cost, or the success of a program requires it, attendance may be limited. Admittance will be determined on a first come, first served basis, either through advance registration, or at the door. The Library reserves the right to deny attendance to anyone becoming disruptive to audience members or the program facilitator, and to anyone in violation of the Library's Patron Conduct Policy.

Programs may be canceled for several reasons, including severe weather, absence of the presenter, or low registration. Canceled programs are not automatically rescheduled. When possible, advanced notification of program cancellations will be made on the Library's online calendar of events and by other appropriate communication channels.

Intellectual Freedom

The Library offers a wide variety of materials and programs to support its mission of providing cultural and learning opportunities to all. The Library respects the freedom of information of its users and adheres to the principles expressed in the American Library Association's Library Bill of Rights and Freedom to Read and Freedom to View statements. The Library's goal is to offer a

diverse set of ideas and opinions, including those which may be unorthodox or controversial. The Library opposes any attempts by individuals or groups to censor items in its collection or programs it offers.

Parents and guardians are responsible for overseeing their minor children's use of the Library's collections and services. The Library does not stand in place of a parent and is not charged with a parent's rights, duties, and responsibilities. The Library will not act in the role of censor for any age level, material type, or subject matter.

Process for Reconsideration

Concerns about programs currently offered at the Library may be expressed by filling out a Request for Reconsideration form available at the circulation desk. Forms may be submitted in writing to the attention of the Library Director either in person, or c/o Tenafly Public Library, 100 Riveredge Road, Tenafly, NJ 07670. Forms may also be emailed to director@tenafly.bccls.org. Anonymous submissions will not be considered, nor will submissions from individuals or stakeholders who do not reside in Tenafly. The program will continue as scheduled during the reconsideration process.

A request for reconsideration will be reviewed by the Library Director or a designee, who will respond in writing to the patron initiating the request. The patron may choose to appeal the decision by writing to the Board of Trustees, c/o Tenafly Public Library. The decision of the Board of Trustees will be final.

Approved 10/2023

Tenafly Public Library - Comment on Library Programs

If you wish to request reconsideration of Tenafly Public Library resources, please return the completed form along with your responses and concerns to the Library Director, Tenafly Public Library, 100 Riveredge Road, Tenafly, New Jersey 07670.

You must be a resident of Tenafly, NJ. Anonymous submissions will not be considered.

Date _____

Name _____

Address _____

City/State/Zip _____

Phone _____

Email _____

Do you represent yourself? ____ An organization? (Org. name) _____

Name and date of the program on which you are commenting _____

Please use the other side of this page or additional pages for your responses.

What brought this program to your attention?

Did you watch the entire program? If not, which parts did you see?

What concerned you about the program?

Are there programs you suggest to provide other viewpoints on this topic?

What action are you requesting us to consider?

Your comments will be reviewed by the Library Director and a second staff member. The Library Director will respond to your comments in writing following the review telling you what actions are (or are not) being taken and the reasons for the decision.

You may request further review by the Library Board of Trustees. Upon receiving your request in writing, the Board may choose to handle the matter as a body or may refer the concern to a sub-committee for recommendation. Once the Board has reached a decision, you will be informed in writing.