

**EFFECTIVE DATE: November 1, 2019**

**REVISED DATE:**

**SUBJECT: POLICY ON PROGRAMS AND PRESENTERS**

## 1. BACKGROUND

Spokane Public Library offers programs to support the library's mission to be a community of learning. Library programs extend and promote the role of the library as a community resource; enhance the information found in library collections; offer a way for people to obtain information; encourage participation in civic life; and help address the cultural and leisure-related interests of the community.

Programming at Spokane Public Library adheres to the principles established in the [American Library Association Bill of Rights](#) (and its interpretations) and the [Urban Library Council Statement on Race and Social Equity](#).

This policy concerns library-sponsored programs. For information concerning events held in library meeting rooms, but not sponsored by the library, see the Meeting Room Policy.

## 2. PROGRAMS

Library staff may use, but are not limited to, the following criteria in program planning:

- Relation to library mission and service goals
- Inclusivity
- Community needs and interest
- Diversity of viewpoint
- Presentation quality and treatment of content for intended audience
- Presenter background/qualifications/reputation
- Availability of program space
- Budget and staffing considerations
- Connection to other community programs, exhibits or events

Suggestions are welcome and we will consider all requests from City of Spokane residents or Library patrons using the above criteria. Requests from individuals to present library programs are also considered using the above criteria.

The purpose of programs may not be for the solicitation of business. However, the presenter may leave contact information for participants to pick up after the

program should anyone be interested in purchasing items and/or services from the presenter.

Every attempt will be made to accommodate all who wish to attend a program. However, when safety or the success of a program requires it, attendance may be limited. When limits must be established, attendance will be determined on a first come, first served basis, either with advanced registration or at the door.

Programs will be developed with consideration for the principles of accessibility and equity. These include, but are not limited to, access for people with disabilities, and times and locations that maximize convenience and encourage attendance by the target audience. The library reserves the right to cancel or reschedule programming without notice. Rescheduling is at the discretion of the library.

In some cases, the nature and success of a program may require that attendance or registration is limited based on age, especially programs intended for children and teens that are geared to their interests and developmental needs. In no case will attendance at a program be limited because the content of the program may be controversial.

The library cannot accommodate events that are expected to exceed room capacity.

All library programs must be open to the public and offered free of charge. However, recognizing that program attendees may wish to purchase items such as books written by speakers or recordings made by performers, the library may permit the sale of such items in conjunction with a library-sponsored program. All plans to sell such items must be arranged in advance and approved by the library staff responsible for the program. Program presenters are responsible for the handling of all sales.

The Library reserves the right to use video or photographs taken of program participants for internal use, publication, and use in library promotional outlets, and for evaluation purposes.

Spokane Public Library does not promote particular beliefs or views. The Library provides programming for various opinions, which can apply to important, complex and controversial questions, including unpopular and unorthodox viewpoints. Language, situations, or subjects that may be offensive to some community members does not disqualify material whose value is to be judged in its entirety. The Library will strive to include a wide spectrum of opinions and viewpoints in Library-sponsored programs, as well as offer programs that appeal to a range of ages, interests and information needs in order to engage the community. If a program is controversial in nature, the Library will seek to present as many sides of the issue as possible. Library sponsorship of a program

does not constitute an endorsement of the content of the program or the views expressed by participants.

Programs presented by the library must be inclusive in nature. This ensures that the library remains an environment in which all individuals are treated fairly and respectfully; are valued for their distinctive skills, experiences, and perspectives; have equal access to resources and opportunities; and can contribute fully to the community's success.

Concerns about library programming may be directed to any staff member.

### 3. PRESENTERS

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. Library-sponsored performers and presenters must have some expertise, credentials, or credibility on the program topic. Professional performers and presenters that reflect specialized or unique expertise may be hired for Library programs; performers and presenters will not be excluded from consideration because of their origin, background, or views, or because of possible controversy. Library staff who present programs do so as part of their regular job and are not hired as outside contractors for programming.

All performers and presenters are selected at the discretion of library staff. All performers and presenters providing programming geared toward minors or vulnerable adults must submit to a background check. The Library reserves the right to not select or cancel performers and presenters based on the outcome of a background check.

Performers and presenters are prohibited from speaking on behalf of Spokane Public Library and making statements or taking other actions that are intended to, or could reasonably be expected to, damage the integrity or reputation of the Library.